

**Academic Senate Agenda  
May 13, 2010  
3:00 p.m. BONH 330**

**I. ROUTINE MATTERS**

1. Approval of Senate Summary for April 29, 2010 (page 2)
2. Approval of Curriculum Summary for May 6, 2010 (pages 17-22)
3. Tentative Calendar 2010-11 (page 3)
4. Approval of Discipline assignment for:
  - Ana Palmer (page 4)

**II. REPORT/UPDATE**

5. Collegial Celebration May 27
6. Division Senator Election

**III. DISCUSSION/ACTION ITEMS**

7. Courses needing Revision by December 10, 2010 (pages 5-7)
8. NSF Conflict of Interest (pages 8-11)
9. Professional Development/FLEX (pages 12 – 15)
10. Plagiarism (page 16)
11. Emeriti designation
12. Intellectual Property Rights

**IV. DISCUSSION ITEMS**

13. Senate Release Time
14. Possibility of June 3 meeting

**V. Open Forum**

The next Senate meeting will be *Collegial Celebration* May 27, 2010 in the PAC at 3:00 p.m.  
*As always everyone is welcomed*

## **Academic Senate Summary**

**April 29, 2010**

**Attendance:** Lea Templer, Michael Dermody, Fred D'Astoli, Mike Wilding, Tammy Castor, Michael Sherry, Edel Alonso, David Andrus, Cindy Stephens, Joan Jacobson, Jose Martin, Dean Maloney, Ann Lowe and Mary Bates

**The consent calendar was approved**, which included Academic Senate summaries for March 25, 2010 and April 15, 2010; the Curriculum summaries for April 1, 2010 and April 15, 2010; and the confirmation of Senate Elections for Edel Alonso as President and David Andrus as Vice President.

**The Senate ratified the establishment of "Clinical"** for new courses, adding to the current choices of "lecture" and "lab".

**The Principle of Rotation**, in relation to department chairs, was discussed. After great research it was agreed that, using the "principle of rotation", in a tied departmental chair election the individual who has not served as department chair would be given the position. It was noted that this would not work if there was an election where two individual ties, and neither had served as chair. It was suggested that COCFA and the District review the wording of that particular clause.

**Professional Development** reported that they have reworked the FLEX application in light of the Senate's comments and suggestions.

**Collegial Celebration** will be on May 27, 2010 in the PAC starting at 3:00 p.m. This is a time for faculty to recognize their own. Please let your colleagues know that if they have accomplished something that they would like to share with their colleagues to please let Michael know.

**Graduation** is June 4, 2010 at 9:30 a.m. Please be here at 8:40 a.m. so we can start on time. We will be having one individual coming down the walkway with a sign of the year they graduated for our 40<sup>th</sup> Anniversary.

**Department chair release time** for "vacant departments": questions should be directed to Chris Blakey of COCFA.

**Intellectual Properties** received contingent approval. While there was concern over the wording of the "IP Coordinator" section in the Administrative Procedures, the rest of the package was confirmed contingent on Senate approval of a revised wording on the IP Coordinator.

**A presentation was made on Tasers and Campus Safety.** The Senate endorsed the idea of campus safety being given access to non "gun-looking" tasers. It was strongly suggested that there be a campus wide education effort on the need for tasers.

**CCC update was provided by** Dena Maloney.

**Program Review was reviewed.** It was agreed that we should continue the Program Review committee through next year, with the continued goal of continual improvement of the process.

**Field Trips and Excursions**, progress is being made and more information will come to Senate.

**Department Chairs** elections were ratified.

**Plagiarism policy paper** was introduced, and will return in two weeks.

**End of Year:** there is the possibility of a June 3 Senate meeting – stay tuned!

Adjourned at 5:35 p.m.

Proposed Calendar for Curriculum and Senate  
**Fall 2010**

Curriculum	Senate	Curriculum	Senate
September 2	September 9	September 16	September 23
October 7	October 14	October 21	October 28
November 4	November 11 [Redacted]	November 18	- [Redacted]
December 2	December 9	-no meeting: Finals	-no meeting: Finals

Proposed Calendar for  
**SPRING 2011**

Curriculum	Senate	Curriculum	Senate
[Redacted]	February 10	February 17	February 24
March 3	March 10	March 17	March 24
[Redacted]	April 14	April 21	April 28
May 5	May 12	May 19	May 26

The following information is provided for an additional discipline assignment:

**Dr. Ana Palmer**

Current discipline(s) on file: Mathematics

The following information is provided for Ana Palmer for an additional discipline assignment in Education:

- Ed.D., Higher Education Leadership, Nova Southeastern University
- M.S., Mathematics, California State University, Los Angeles
- B.S. Mathematics, California State University, Los Angeles

It would appear that Dr. Palmer meets the minimum qualifications for the discipline of:

- Education

State Law requires courses to be updated periodically. If they courses have not been updated, state apportionment and articulation credit for those courses are threatened.

These courses have been identified by the Curriculum committee as needed to be in Stage 7 by December 10, 2010. If they are not at stage 7 by December 10, they will be archived. The respective deans and department chairs have been notified

<b>Course</b>	<b>Course Title</b>	<b>Date Approved</b>	<b>Eff. Start Date</b>	<b>Stage (5/11/10)</b>
ADMJUS 198 (SH)	Advanced Officer Training - Sheriffs	1/19/2004	8/18/2003	
ANIM 085	Applications: MAYA I	2/7/2002	8/1/2001	
ANIM 091L	Short-Term Open Animation Lab	3/6/2003	8/18/2003	
ANIM 230	Texture Mapping for Computer Animation	9/16/2004	8/15/2005	
ANIM 280	Animation Portfolio	12/4/2003	8/16/2004	
BIOSCI 112	Field Biology of Regional Habitats	4/21/2005	8/15/2005	1
BUS 144	Business Mathematics	11/18/2004	8/15/2005	
CIT 080	Microsoft Office Specialist Exam Review	2/17/2005	8/15/2005	
CIT 101	Introduction to Computers	2/3/2005	8/15/2005	
CMPNET 191	Linux/UNIX 1	2/19/2004	8/16/2004	1
CMPNET 192	Linux/UNIX 2	2/19/2004	8/16/2004	1
CMPSCI 192	PHP Programming	2/17/2005	8/15/2005	
CMPSCI 232	Concepts of Programming Languages	2/17/2005	8/15/2005	
COMS 246	Interpersonal Communication	11/18/2004	8/15/2005	
DANCE 107	Dance Conditioning	3/17/2005	8/15/2005	
ECE 110	Introduction to Early Childhood Education	11/18/2004	8/15/2005	1
ECE 120	Child Growth and Development	9/2/2004	8/16/2004	1
ECE 125	Child, Family, and Community	11/18/2004	8/15/2005	1
ECE 226	The Impact of Violence on Children	11/18/2004	8/15/2005	
ECE 227	Violence Intervention: Behavior Management Strategies	11/18/2004	8/15/2005	
ENGL 102	Intermediate Composition, Literature, and Critical Thinking	2/3/2005	8/15/2005	1
ENGL 107	Introduction to Playwriting	9/4/2003	8/16/2004	1
ENGL 265	Introduction to Drama	9/4/2003	8/16/2004	
ENGL 280	Women's Literature	3/4/2004	8/16/2004	4

<b>Course</b>	<b>Course Title</b>	<b>Date Approved</b>	<b>Eff. Start Date</b>	<b>Stage (5/11/10)</b>
FIRETC 110	Wildland Fire Behavior	12/2/2004	8/15/2005	
FIRETC 120	Hazardous Materials	11/4/2004	8/15/2005	
FIRETC 199G	River and Flood Rescue	6/1/2001	8/1/2001	
GENSTU 051	Individual Prescriptive Learning Assessment	10/21/2004	8/15/2005	
GENSTU 096	Literacy Tutor Practicum	4/3/2003	8/18/2003	
GENSTU 299	Honors Colloquy	12/6/2001	8/1/2001	
GEOG 151	Introduction to Geographic Information Systems	12/2/2004	8/15/2005	
GMD 244	Graphic Design Production	3/4/2004	8/16/2004	
HIST 130	Social and Cultural History of the United States	3/3/2005	8/15/2005	1
ITAL 098	Italian Language and Culture	3/3/2005	8/16/2004	
ITAL 101	Elementary Italian I	2/17/2005	8/15/2005	
ITAL 150	Conversational Italian	2/17/2005	8/15/2005	
LMTECH 102	Reference Skills and Services	2/3/2005	8/15/2005	
LMTECH 104	Cataloging & Technical Services	2/17/2005	8/15/2005	
MUSIC 100	Fundamentals of Music	10/7/2004	8/15/2005	2
MUSIC 103	Musicianship Skills III	10/7/2004	8/15/2005	7
MUSIC 104	Musicianship Skills IV	10/7/2004	8/15/2005	7
MUSIC 185	Symphonic Band	10/7/2004	8/15/2005	
MUSIC 190	Applied Performance	10/7/2004	8/15/2005	1
NC.OAD ART01	Watercolor Painting for Older Adults	3/23/2005	8/16/2004	4
NC.OAD ART02	Painting for Older Adults	3/23/2005	8/16/2004	4
NC.OAD ART03	Drawing- Beginning through Advanced for Older Adults	3/23/2005	8/16/2004	
PARLGL 140	Bankruptcy	3/17/2005	8/15/2005	
PARLGL 180	Estate Planning	3/17/2005	8/15/2005	
PHILOS 225	Introduction to Philosophy of Religion	9/16/2004	8/15/2005	1

<b>Course</b>	<b>Course Title</b>	<b>Date Approved</b>	<b>Eff. Start Date</b>	<b>Stage (5/11/10)</b>
RTVF 195	Intro to Screenplay Writing	2/20/2003	8/18/2003	
RTVF 218	Advanced Digital Editing for Film/Video	2/20/2003	8/18/2003	
RTVF 250	Film/Video Cinematography	2/20/2003	8/18/2003	
SPAN 082A	Intensive Intermediate Spanish I	6/18/2001	8/1/2001	
SPAN 082B	Intensive Intermediate Spanish II	6/18/2001	8/1/2001	
SPAN 084A	Intensive Advanced Spanish I	6/18/2001	8/1/2001	
SPAN 098D	Spanish Language and Culture: Latin America	6/18/2001	8/1/2001	
SPAN 102	Elementary Spanish II	2/17/2005	8/15/2005	
SPAN 240	Latin American Literature	6/26/2001	8/1/2001	
SPAN 251	Introduction to Spanish Translation II	2/17/2005	8/15/2005	
THEATR 090L	Open Lab Theatre	6/8/2001	8/1/2001	2
THEATR 130	Costume Crafts	9/16/2004	8/15/2005	
THEATR 131	Costume Design	9/16/2004	8/15/2005	
THEATR 144	Acting for the Camera	9/2/2004	8/16/2004	
THEATR 150	Introduction to Lighting Design	2/17/2003	8/15/2005	
THEATR 180	Theatrical Make-up	9/16/2004	8/15/2005	
THEATR 230	Introduction to Playwriting	9/4/2003	8/16/2004	1
WATER 031	Advanced Waterworks Mathematics	11/4/2004	8/15/2005	
WELD 166	Pipe Layout and Fabrication	4/21/2005	8/15/2005	

## Disclosing Financial Interests Relevant to Federally Sponsored Projects

### I. PURPOSE & SCOPE

Federal regulations require Investigators to disclose certain financial interests (as defined below) to ensure that the design, conduct or reporting of federally-funded projects will not be biased. Each grantee institution is required to maintain an appropriate written and enforced policy on conflict of interest and that all conflicts of interest for each award be managed, reduced or eliminated prior to the expenditure of the award funds. If the institution carries out agency-funded projects through subawardees, contractors or collaborators, the Institution must take reasonable steps to ensure that:

- a) The entity has its own policies in place that meet the requirements of this policy; or
- b) Investigators working for such entities follow the policies of the primary institution.

This policy describes the conditions under which these financial interests should be disclosed by Investigators, regardless of whether the Investigator is a Santa Clarita Community College District (SCCCD) employee or not. The procedure is applicable to all sponsored projects and educational activities supported by the National Science Foundation (NSF) and other federal agencies, and by other sponsors and programs that specifically request review consistent with federal regulations on objectivity in sponsored projects.

Each Investigator is required to disclose all significant financial interests of themselves, their spouse and dependent children that:

- (i) would reasonably appear to be affected by the sponsored projects or educational activities funded or proposed for funding; or
- (ii) in entities whose financial interests would reasonably appear to be affected by such activities.

Financial interests disclosed by SCCCDC Investigators are reviewed by the Chief Business Officer (CBO). The CBO will determine whether a conflict of interest exists, and determine what conditions or restrictions, if any, should be imposed by the institution to manage, reduce or eliminate such a conflict of interest. A conflict of interest exists when the reviewer (CBO) reasonably determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of Federally-funded projects and educational activities.

Examples of conditions or restrictions that might be imposed to manage, reduce or eliminate conflicts of interest include, but are not limited to:

- a. public disclosure of significant financial interests;
- b. monitoring of project by independent reviewers;
- c. modification of the project plan;
- d. disqualification from participation in the portion of the Federally-funded project that would be affected by significant financial interests;
- e. divestiture of significant financial interests; or
- f. severance of relationships that create conflicts.

If the reviewer determines that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare, then the reviewer may allow the research to go forward without imposing such conditions or restrictions.

## II. DEFINITIONS

**Investigator:** For purposes of this procedure, Investigator means any individual who shares responsibility for the design, conduct or reporting of the results of a sponsored project with the Principal Investigator.

**Principal Investigator (PI):** An Investigator (normally an academic appointee) who has primary responsibility for the scientific and technical conduct, reporting, fiscal and programmatic administration of a sponsored project.

**Significant Financial Interest:** Anything of monetary value, including, but not limited to, salary or other payments for services (e.g. consulting fees or honoraria); equity interest (e.g. stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).

The term does not include:

- a. salary, royalties, or other remuneration from the applicant institution;
- b. any ownership interests in the institution, if the institution is an applicant under the Small Business Innovation Research Program or Small Business Technology Transfer Program;
- c. income from seminars, lectures, or teaching engagements sponsored by public or non-profit entities;
- d. income from service on advisory committees or review panels for public or nonprofit entities;
- e. an equity interest that, when aggregated for the investigator and the investigator's spouse and dependent children, meets both of the following tests; (i) does not exceed \$10,000 in value as determined through reference to public prices or other reasonable measures of fair market value; and (ii) does not represent more than a 5% ownership interest in any single entity; or
- f. salary, royalties or other payments that, when aggregated for the investigator and the investigator's spouse and dependent children, are not expected to exceed \$10,000 during the twelve-month period.

## III. DISCLOSURE OF SIGNIFICANT FINANCIAL INTERESTS

Investigators are required to disclose Significant Financial Interests as defined below. In all cases, reporting is required for the individual, his/her spouse or registered domestic partner, and any dependent children.

Disclosure of Financial Interests will be reviewed by the CBO to determine whether they reasonably appear to directly and materially affect the design, conduct or reporting of projects and thereby constitute a conflict of interest that may need to be managed, reduced or eliminated. If the Institution finds that it is unable to satisfactorily manage a conflict of interest, the CBO will notify the funding agent.

### **A. Significant Financial Interests That Must be Disclosed**

All Investigators must disclose:

- Any Significant Financial Interests that would reasonably appear to be affected by the sponsored project for which funding is sought; and/or
- Any Significant Financial Interests in entities whose financial interests (e.g., its earnings, value, sales of its products, etc.) would reasonably appear to be affected by the sponsored project.

### **B. Who Must Disclose Significant Financial Interests**

- All SCCCD of the Canyons Investigators who share responsibility for the design, conduct or reporting of the sponsored project results must disclose Significant Financial Interests to SCCCD.
- Collaborators from other institutions who share responsibility for the design, conduct or reporting of project results, and who will be conducting services under a sub-grant or subcontract from SCCCD are expected to comply with the policies and procedures for disclosure and review of any Significant Financial Interest at the institution at which they are employed. Those institutions are responsible for reviewing those disclosures and, if conflicts are identified, for sending SCCCD of the Canyons assurances of their ability to manage, reduce or eliminate the conflicts.

- Collaborators who share responsibility for the design, conduct, and reporting of project results, and who will participate in the sponsored project under an independent consulting agreement issued by SCCCD should be identified as Investigators by the SCCCD PI and should complete the SCCCD of the Canyons disclosure forms. If, upon review, SCCCD determines that these financial interests could directly and significantly affect the design, conduct, or reporting of the project to be performed under the agreement, consultants will be expected to adhere to the plans put in place to eliminate, reduce or manage the identified conflicts of interest.

### **C. When Must Disclosures be Made**

Disclosures of Significant Financial Interests must be made:

- Each time a request for new funds is submitted to any federal agency;
- Each time a request for support is submitted to another sponsored program that requires review under federal regulations;
- Any time a new Investigator is added to the project; and
- Any time during the term of an ongoing award that an Investigator has a change in a reportable Significant Financial Interest or acquires a new Significant Financial Interest that was not reported on the original disclosure form.

Examples of situations in which Significant Financial Interests should be disclosed include, but are not limited to:

- An Investigator is conducting a sponsored project where the results could be relevant to the development, manufacturing or improvement of the products or services of an entity in which the Investigator has a Significant Financial Interest.
- An Investigator has a Significant Financial Interest in an entity which might manufacture or commercialize a drug, device or procedure that might result from the sponsored project; or which manufactures or sells any product that will be tested or used in the sponsored project, or that would reasonably appear to be affected by the project.
- An Investigator has a Significant Financial Interest in an entity which manufactures or sells a concomitant or comparator drug, device, or procedure and would reasonably appear to be affected by the project.
- An Investigator received consulting income that exceeded \$10,000 from any entity during the prior 12 months or anticipates receiving income of \$10,000 or more over the next 12 months, and the financial interests of that entity would reasonably appear to be affected by the project.
- An Investigator has a Significant Financial Interest in an entity to which a portion of the work under the project will be subcontracted, from which space will be leased, to which participants will be referred, or from which purchases will be made.
- An Investigator is carrying out a sponsored project and has a Significant Financial Interest in an entity that is part of a consortium or that will otherwise participate in the sponsored project.

In accordance with federal regulations, all disclosures must be received by the Business Office *before* the application for funding is submitted to any federal agency. All reviews must be completed and, if required by sponsor policy, notification provided to funding agent before the funds can be expended. Financial disclosures will be updated during the period of the award on an annual basis, when a new investigator is added to the project or as new reportable significant financial interests are obtained.

#### D. Record Retention

The Institution will maintain records of all financial disclosures and of all actions taken to resolve conflicts of interest for at least three years beyond the termination or completion of the grant to which they relate, or until the resolution of any action by the sponsor involving those records, whichever is longer. Records relating to unfunded projects need not be retained. The information provided in disclosure forms may be released or transmitted to the sponsor upon request.

#### E. Sanctions

Failure of an individual to file a complete and truthful financial disclosure for pending proposals, or when a new interest is obtained, or failure to comply with any conditions or restrictions directed or imposed, including failure to cooperate with appointed project monitoring bodies, will be grounds for discipline. Agreements with consultants who either fail to file a complete disclosure or fail to comply with any conditions or restrictions imposed may be terminated for cause. In addition, federal regulations may require reports to the federal sponsor of any violations of federal regulations and SCCCD policy. If an Investigator's failure to comply with this policy has biased the design, conduct, or reporting of federally supported project, the CBO will promptly notify the appropriate agency of the corrective action taken or to be taken.

## Application for Flex Credit

-> This application is for professional development activities not already on the Flex schedule. You must submit this application to request flex credit for an activity prior to the activity taking place.

### Deadlines

- Applications for conferences and off-campus training must be submitted at least five days before the activity.
- Applications for independent flex projects must be submitted by the Friday of the sixth week of the semester.
- Applications for independent flex projects to be completed during the summer should be submitted by May 15.

In order to be approved, the activity must meet all of the following criteria:

- The primary goal of the activity must be professional growth and achievement of the mission of the college, its vision, and the mission of professional development in staff improvement, student improvement, or instructional improvement.
- Accomplishment of the activity must be of sufficient benefit to justify the time spent.
- The activity must be designed to foster an analytical or reflective approach to professional development.
- You must not be compensated in any other way for this activity.
- The majority of the event must not be recreational or social.
- The activity must fall outside expected departmental and other contractual faculty duties.

Check one of the following:

\_\_\_\_\_ This is an application for flex credit for attending a conference. Answer questions one and two below (only). Flex credit for attending conferences is limited to 20.5 hours a year.

\_\_\_\_\_ This is an application for flex credit for attending off-campus training conducted by a non-COC training provider. Answer questions one and two below (only).

\_\_\_\_\_ This is an application for flex credit for completing an independent flex project, which is a professional development activity that is conceived and executed by a faculty person independently of any training provider or organization. Answer all questions below. Also, submit the final project to the Professional Development Director by June 30<sup>th</sup>. The final project must include the measurable product, which will be posted on the Professional Development website. Flex credit for an independent flex project is limited to 20.5 hours a year.

**Please be as thorough as possible. If vague information is provided, a response to your application may be delayed.**

1. Provide a 4-5 sentence description of the activity.
2. State the learning outcomes for the activity and explain how participants will meet them.
3. Describe the measurable product that will result from the **independent flex project** and provide a timetable with benchmarks for completion of the product.
4. Describe how you will disseminate and share (as appropriate) the product of your **independent flex project** with your colleagues so as to support the mission of the college. Consult the Professional Development Director if you need advice about the most appropriate way to do this.

[Click here for examples of Flex activities that do meet these criteria](#)

[Click here for examples of Flex activities that do not meet these criteria](#)

### **Examples of Activities that Do Meet the Flex Criteria**

- Faculty- or staff –led workshops or presentations given to faculty to provide them with tools to improve student learning.
- Faculty- or staff –led workshops or presentations given to faculty to inform them about student services available at COC.
- Faculty- or staff –led workshops or presentations given to faculty about topics concerning cultural diversity.
- Faculty- or staff –led workshops or presentations given to faculty about topics concerning human resources.
- Faculty- or staff –led workshops or presentations given to faculty about topics concerning institutional effectiveness.
- Faculty- or staff –led workshops or presentations given to faculty about topics concerning employee health and wellness.
- Faculty- or staff –led workshops or presentations given to faculty about topics concerning the college's financial stability.
- Faculty- or staff –led workshops or presentations given to faculty about topics concerning technological advancement.

- Faculty- or staff –led training sessions focused on how to use computer resources that will be utilized during instruction. If this training is publisher-provided, its goal must be to train participants in using the resources, not merely to display the product for sales purposes. **All publisher-led training is limited to 4 hours per academic year.**
- Lectures or talks that enrich a faculty person’s knowledge of other disciplines and areas of knowledge.
- Research or travel to non-local sites to develop materials for a new course or program.
- Faculty-led trips to museums or other cultural sites that enrich a faculty person’s knowledge of other disciplines and other cultures.
- General training in web-page creation.

### **Examples of Activities that Do Not Meet the Flex Criteria**

- Workshops or presentations given to students or student groups to improve their learning. While these activities do support the mission of the college to improve student learning, they do not provide professional development with an analytical or reflective approach. They also fall within the stated duties of a faculty position: “Advises, assists, evaluates and mentors students.”
- Social gatherings of colleagues, including parties, receptions, celebrations, and recreational films. If an event includes both a reception and a lecture or talk, the lecture or talk portion may receive Flex credit while the reception portion does not. You may be asked to designate how much time is going to be socially-focused if you are proposing a mixed event. Film showings must include a substantial discussion period with focused questions.
- Publisher-led presentations of textbooks and ancillary materials, including websites and software, designed to help faculty decide whether or not to adopt the materials.
- Activities that fall within the expected preparation work for teaching a course, including orientations required by companies or organizations where you will be performing work/duties as part of a COC course that you will be teaching (i.e.: hospital orientations if you teach in the Nursing Department) and training to

maintain current in your subject matter (i.e.: computer software upgrades if you teach in the CIT Department).

- Certification tests required of you to maintain your status as a faculty member in your discipline (i.e.: mechanic certifications if you teach in the Automotive Department).
- Regular revisions of curriculum and creation of new courses. If the work to prepare new curriculum does go far beyond the normal expected amount, you may propose an individual Flex project, but it must meet the Flex criteria.
- The development of individual/department web sites.
- Informal or unfocused time spent with faculty colleagues in discussions about one's subject matter or area of specialization. An independent Flex project must include a measurable product that will result.
- Organizing events, including public relations, communications, shopping (for supplies) and other administrative or organizational tasks.

## Proposal: Statement and Policy on Academic Integrity and Plagiarism

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.*

### **Statement on Academic Integrity at College of the Canyons**

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 printed 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;
- 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; or,
- Turn in work by another student, even by accident.

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

**May 6, 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 April 26<sup>th</sup>, 2010**

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

Members absent: Lowe, Ann – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business

### **TECHNICAL CHANGE MEMOS on Consent:**

Subject				
ECON	170	Economic History of the U.S.	Updated objectives to match honors course. <b>Approved</b>	L. Templer
ENGL	071	Beginning Reading and Writing Skills	Change to letter grade form Pass/No Pass. Update Methods of Evaluating Student Achievement. <b>Approved</b>	D. Davis
ENGL	081	Intermediate Reading and Writing Skills	Change to letter grade form Pass/No Pass. Update Methods of Evaluating Student Achievement. <b>Approved</b>	D. Davis
ENGL	091	Introduction to College Reading and Writing	Update Methods of Evaluating Student Achievement. <b>Approved</b>	D. Davis
ENGL	101	English Composition	Update Methods of Evaluating Student Achievement. <b>Approved</b>	D. Davis
HIST	170	Economic History of the U.S.	Updated objectives to match honors course. <b>Approved</b>	L. Templer
MEA	Degree	Sound Arts –A.A. Degree	Total of 26.5 required units for the major. <b>Approved</b>	P. Backes
PUBSAF	10AE	Gang Supervisor Course	Change to .5 Units & 16 hours (8 lecture, 8 lab) from 1 Unit and 18 hours. <b>Approved</b>	D. Rio R. Theule

### **DELETED COURSES on Consent:**

Subject				
BUS	097	Business Leadership Institute: Special Topics	This series of courses is not currently needed. It has not been offered in several years and is not expected to be offered in the foreseeable future. <b>Approved</b>	R. Waldon
NC.BCSK	01	Career and Job Search Preparation	Course has not been offered since 2008 sp, and as it is currently designed, there are challenges with staffing, software, and apportionment. <b>Approved</b>	K. Kistler
NC.OAD	HLT H2	Mobility Through Exercise, Physical Conditioning for Older Adults	Activity-based course with a Physical Fitness TOPS code, it is not likely that this course will be offered in the near future. <b>Approved</b>	K. Kistler
NC.OAD	HLT H3	Mobility Through Exercise – Slow Stretch/Tai Chi for Older Adults	Activity-based course with a Physical Fitness TOPS code, it is not likely that this course will be offered in the near future. <b>Approved</b>	K. Kistler
NC.OAD	HLT	Mobility Through Exercise – Low	Activity-based course with a Physical Fitness TOPS code, it is not	K. Kistler

	H4	Impact Aerobics for Older Adults	likely that this course will be offered in the near future. <b>Approved</b>	
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**MODIFIED COURSES on Consent:**

Subject				
GMD	044	Introduction to Illustrator	<b>Add .25 lab units, reduce .25 lecture units. Add Lab SLO, revise lecture SLO.</b> Updated descriptions, objectives, and text. Added lab content. <b>Approved</b>	K. Jenkins
GMD	047	Introduction to Photoshop	<b>Add .25 lab units, reduce .25 lecture units. Add Lab SLO, revise lecture SLO.</b> Updated descriptions, objectives, and text. Added lab content. <b>Approved</b>	K. Jenkins
HLHSCI	149	Nutrition for Fitness and Balanced Living	<b>Added SLO.</b> Updated descriptions and content, reduced objectives, updated text books. <b>Approved</b>	S. Barke
MUSIC	080	Prelude Strings Ensemble	<b>Revised SLO. Approved</b>	B. Feldman
MUSIC	082	Intermediate Orchestra	<b>Revised SLO. Approved</b>	B. Feldman
NC.BCSK	MA2	Math Skills for Nurses	<b>Added SLO,</b> Revised descriptions, objectives, content and text. <b>Approved</b>	M. Teachout

**NEW ISA COURSES on Consent:**

Subject				
PUBSAF	10AM	Ethics: To Serve with Integrity	.25 units, 4 hours lecture & 4 hours lab. Class size 35, unlimited repeats. <b>Added SLO's (3) POST prerequisite. Approved</b>	R. Burns
PUBSAF	20AO	Crowd Management/Control Motor Strike Team	.5 units, 8 hours lecture. Class size 35, unlimited repeats. <b>Added SLO, POST prerequisite. Approved</b>	R. Burns
PUBSAF	30AD	Forensic Photoshop	.25 units, 4 hours lecture & 4 hours lab. Class size 35, unlimited repeats. <b>Added SLO's (2) POST prerequisite. Approved</b>	R. Burns
PUBSAF	40AF	Pilot Flight Review	.5 units, 8 hours lecture & 8 hours lab. Class size 35, unlimited repeats. <b>Added SLO's (4) POST prerequisite. Approved</b>	R. Burns
PUBSAF	40AG	Aircrew Update Course	.5 units, 8 hours lecture. Class size 35, not repeatable. <b>Added SLO, POST prerequisite. Approved</b>	R. Burns

**NEW COURSES TO BE ADDED TO DIVERSITY LIST on Consent:**

Subject			
HIST	120H	The Role of Women in US History - Honors	Add to Diversity list. <b>Approved</b>
HS	104	Multicultural Issues in Human Services	Add to Diversity list. <b>Approved</b>
SOCI	103H	Intimate Relationships and Families – Honors	Add to Diversity list. <b>Approved</b>
SOCI	200H	Introduction to Women's Studies – Honors	Add to Diversity list. <b>Approved</b>

# **NEW COURSES:**

<b>Subject</b>				
CMPNET	166	MCITP Prep I	7 Units, 108 hours lecture & 54 hours lab. Class size 24, not repeatable. <b>Added SLO's (2), Added DLA. Approved</b>	L. Hilliard
CMPNET	167	MCITP Prep 2	7 Units, 108 hours lecture & 54 hours lab. Class size 24, not repeatable. <b>Added SLO's (2), Added DLA &amp; added prerequisite of CMPNET-166. Approved</b>	L. Hilliard
ECON	170H	Economic History of the U.S. Honors	3 units, 54 hours of lecture. Class size 25, not repeatable. <b>Added SLO's (3), added prerequisite of ENGL-101. Approved</b>	L. Templer
HIST	170H	Economic History of the U.S. Honors	3 units, 54 hours of lecture. Class size 25, not repeatable. <b>Added SLO's (3), added prerequisite of ENGL-101. Approved</b>	L. Templer

# **MODIFIED PROGRAMS:**

<b>Program</b>			
Computer Networking	Associates of Science	<b>Added Program SLO. Addition of CMPNET 166 &amp; 167. Approved</b>	L. Hilliard
Computer Networking	Certificate of Achievement	<b>Added Program SLO. Addition of CMPNET 166 &amp; 167. Approved</b>	L. Hilliard
History	Associates of Arts	Addition of ECON-170H & HIST-170H. <b>Approved</b>	L. Templer
Recreation Management	Associates of Arts	<b>Added Program SLO's (2). Revision of degree, added program SLO. Approved</b>	R. Hyatt
Sociology	Associates of Arts	<b>Added Program SLO. Removed archived courses and added honor course versions. Approved</b>	A. Marengo

# **APPROVAL OF GENERAL EDUCATION COURSES TO BE ADDED TO THE PARALEGAL AA Degree**

<b>Subject</b>			
ANTHRO	101H	Physical Anthropology – Honors	Natural Science. <b>Approved</b>
BIOSCI	107H	Molecular and Cellular Biology –Honors	Natural Science. <b>Approved</b>
ECON	170H	Economic History of the US – Honors	Social and Behavioral Sciences. <b>Approved</b>
ECON	202H	Microeconomics – Honors	Social and Behavioral Sciences. <b>Approved</b>
HIST	120H	The Role of Women in US History – Honors	Social and Behavioral Sciences. <b>Approved</b>
HIST	170H	Economic History of the US – Honors	Social and Behavioral Sciences. <b>Approved</b>
SOCI	103H	Intimate Relationships and Families – Honors	Social and Behavioral Sciences. <b>Approved</b>
SOCI	200H	Introduction to Women’s Studies – Honors	Social and Behavioral Sciences. <b>Approved</b>
SOCI	205	Society and the Environment	Social and Behavioral Sciences. <b>Approved</b>

## **NEW PREREQUISITES:**

<b>Title</b>				
CMPNET	167	MCITP Prep 2	Added prerequisite of CMPNET-166. <b>Approved</b>	L. Hilliard
ECON	170H	Economic History of the U.S. Honors	Added prerequisite of ENGL-101. <b>Approved</b>	L. Templer
HIST	170H	Economic History of the U.S. Honors	Added prerequisite of ENGL-101. <b>Approved</b>	L. Templer
PUBSAF	10AM	Ethics: To Serve with Integrity	POST prerequisite. <b>Approved</b>	R. Burns
PUBSAF	20AO	Crowd Management/Control Motor Strike Team	POST prerequisite. <b>Approved</b>	R. Burns
PUBSAF	30AD	Forensic Photoshop	POST prerequisite. <b>Approved</b>	R. Burns
PUBSAF	40AF	Pilot Flight Review	POST prerequisite. <b>Approved</b>	R. Burns
PUBSAF	40AG	Aircrew Update Course	POST prerequisite. <b>Approved</b>	R. Burns

## **NEW DISTANCE LEARNING ADDENDUMS:**

<b>Title</b>				
CMPNET	166	MCITP Prep I	100% Online, Hybrid. <b>Approved</b>	L. Hilliard
CMPNET	167	MCITP Prep 2	100% Online, Hybrid. <b>Approved</b>	L. Hilliard

**Discussion Items:**

1) The CurricUNET demonstration webinar will be held on May 13<sup>th</sup> from 1:00 pm – 2:30 pm in R-206. This will serve as the Curriculum Committee's retreat. The Curriculum Committee/Retreat originally scheduled for May 20<sup>th</sup> will be cancelled.

New Courses Includes ISA's	9	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	2	Deleted Courses	5
Modified Courses	13	New SLO's	29	Deleted Programs	-0-
Modified Programs	6	Modified SLO's	4	Proposals Reviewed in Technical Review Session	36
New Non Credit Courses	-0-	New Prerequisites	8	Proposals Returned from Technical Review Session	7