

COLLEGE OF THE CANYONS
Academic Senate Agenda
September 23, 2010
3:00 - 4:30 p.m. BONH 330

I. Routine Matters

1. Call to order
2. Approval of Senate Summary June 3, 2010 and September 9, 2010
3. Approval of Curriculum Summary for September 2, 2010
4. Report of Officers
5. Report of Standing and/or Special Committees/Task Forces

II. Unfinished Business

6. Senate Constitution
7. Board Policy & Administrative Procedures Proposal: BP 3850 Conflict of Interest

III. Discussion Items

8. Campus Wide Evacuation Drill
9. Proposed Procedures for Merging/Splitting Departments and Programs
10. Sub-Committee of Senate to Study Proctoring of Exams for Online Classes

IV. Action Items

11. Senate Retreat

V. Announcement

VI. Open Forum

VI. Adjournment: 4:30 p.m.

The next Academic Senate meeting will be **October 14, 2010**
As always, everyone is invited and welcomed.

Academic Senate Summary June 3, 2010

Attendance: James Lorigan, Michael Dermody, David Andrus, Michael Sherry, Tammera Rice, Michelle LaBrie, Edel Alonso, Joan Jacobson, Wendy Brill, Lea Templer, Jose Martin, Deanna Riviera, Chris Blakey, James Grossklag, Ebony Corburn and Michael McCaffrey

The consent calendar was approved, which included the Academic Senate summary for May 13, 2010; the Curriculum summary for May 26, 2010; Senate calendar for 2010/11; MEA department; confirmation of Senators and Kristin Houser discipline assignment approved.

Vacant Senatorial positions, an election will be needed in fall 2010.

CCC, no update.

Collegial Celebration, please have this next year. This is the only time that our colleagues can get together and honor our own.

Faculty Offices, we are waiting on facilities to give us the square footage for the Mentry expansion. We have 12 single offices that will be advertised. The offices will go by seniority. There is no limit on how many times you can move so you can move again. This will cause a domino effect and we will have other offices open up and some may be double offices. With a double office the person that is left can pick the person they would like to share an office with. If no person is picked then someone will be assigned to that office. A displaced person has priority over the seniority. This means their office has disappeared and they need to move right away. More information will follow as we get it.

Classroom assignments, there was a discussion about the assignments of classrooms. The Instructors have asked to justify for having their room. How is this going to play out? What voice does the Senate have? Work with Instruction to remedy this situation. It was suggested that consideration be given for having classrooms designated for specific disciplines. The instructors have also been asked what they are going to store in the classroom. It was suggested that faculty engage in this discussion directly with the Instruction Office. The faculty may have pedagogical or professional reasons for requesting particular classrooms.

Authentication Requirements for Online Classes

The Senate received a memo from James Grossklag, Dean of Educational Technology, Learning Resources, and Distance Learning and Rick Howe, faculty co-chair of the Educational Technology Committee. James Grossklag was present to explain the content of the memo. The Higher Education Opportunity Act of 2008 (HEOA) requires that accrediting agencies require institutions to verify the identity of students enrolled in distance education classes.

The Senate had requested that the Ed Tech Committee present the Senate with recommendations for meeting said requirements of the law. The Subcommittee of Ed Tech, which studied the new law made the following recommendations:

- 1) Classes offered online/hybrid should be required to use the district-supported LMS, Blackboard so that the College can meet the requirement by the use by students of a secure log-in and password.

- 2) The College continue to promote a culture of academic integrity: FLEX workshops, policy, plagiarism detection resources.
- 3) College explore technology to strengthen security of authentication in LMS and include language on Blackboard urging students to keep their login and password confidential.

In addition, the law calls for “proctored examinations” for online classes. Currently, the TLC provides in-person proctoring but given budget constraints, the TLC plans to reduce its exam proctoring service.

Some faculty may object to the above recommendations since they do not use Blackboard. Some Senators suggested that students sign into Black Board and then use a link from Blackboard to go to whatever site the instructor is using for their online/hybrid course. It was suggested that we get other information from other colleges to see how they are applying the law. The new language went into effect starting January 2010. The administration needs the endorsement of the Senate to set this procedure in place for spring 2011. The Senate recommended a subcommittee of the Senate work with Instruction and Ed Tech to review proctoring issues.

The Senate approved recommendations # 2 and #3 above.

Michael had some suggestions for Senate 2010/11: get the agenda out on time; focus trying to stay with ASG; track of campus committees; terms of offices; advice support Professional Development and Curriculum; Assess Curriculum release time.

Open Forum: Jose Martin gave Michael some gifts as fun on behalf of the entire Senate.

Adjourned 4:30 p.m.

Academic Senate Minutes September 9, 2010

Attendance: Edel Alonso, David Andrus, Mark Daybell, Isao Uesugi, Regina Blasberg, Chris Blakey, Wendy Brill, Sherrill Pennington, Ann Lowe, Jose Martin, Rebecca Eikey, Deanna Riveira, Mojdeh Mahn, Pamela Borrelli, Ruth Rassool, Mike Sherry, Michelle LaBrie, Jennifer Brezina, Cindy Stephens, Chelley Maple, Mike Wilding, Lee Hilliard, Kristin Houser, Christy Richter, Siavosh Moghani and Raweena Gill

I. Routine Matters

1. Call to order: Edel Alonso welcomed everyone to our first Academic Senate meeting for the semester.

2. The Summary for June 3, 2010 was tabled and it is to come back to our next Senate meeting on September 23, 2010 with errors corrected.

3. Budget Report

The Senate President informed the Senate that she submitted a Request for Budget Augmentation on behalf of the Senate when she took office. We had been allocated \$330 for offices supplies only. She requested an amount to include office supplies, conference, and mileage as well as to purchase a new desk chair for the Senate's Administrative Assistant. As a result of her request and conversations with Dr. Capet, the Senate has been granted a tentative budget of \$7,640. Her plan is to use the moneys for faculty to attend conferences and training institutes offered by ASCCC – Academic Senate for California Community Colleges.

4. Report of Officers

Report of the Academic Senate President, Edel Alonso:

- Attended every board meeting since taking office on July 1. However, she reported not attending the September 8, 2010. Both the COCFA President and Senate President boycotted this particular board meeting to show dissatisfaction with the Board of Trustees' action to offer the Chancellor a pay raise despite the class cuts experienced by students this year.
- Scheduled monthly meetings with CEO Chancellor, Dr. Van Hook and has asked that the Senate Vice-President attend these meetings. The first meeting scheduled for September 10 was rescheduled for September 23, 2010.
- Is scheduling monthly meetings with Dr. Capet. She has already expressed concern over the process by which new academic programs are developed and discontinued. The Senators expressed a desire to develop and or get clarification on what is a department vs. a program in light of SLOs and their assessments. Senators also expressed a request to discuss classroom needs and classroom conditions. This item will be added to a future Senate meeting agenda for discussion.

- Invited Senators to view the new Senate Website, which the Senate President revised over the summer. The website includes new links to professional organizations, the 10+1 Senate Responsibilities, documents requiring Senate President signature, and links to Board policies regarding academic and professional matters. She would also like to add the faculty seniority rank list through a link to the intranet with the Senate's approval. She would like to include as many resources as possible for the faculty.
- Is currently working on compiling a comprehensive list of committees (Senate, collegial consultation, college). This is proving to be a challenging task. She plans to send the list out to the faculty for confirmation or corrections. The purpose of this list would be to find if there are committees with insufficient level of faculty participation. The aim is to appoint faculty to such committees and therefore to ensure faculty participation in shared governance.
- Has appointed the Senate Vice-President to chair a new Board Policies and Procedures Committee of the Senate. There are two purposes for this committee. One purpose will be to develop any new policy regarding academic or professional matters that the Senate would like to recommend to the Board of Trustees for approval. A second purpose will be to review existing policies on academic and professional matters and recommend revisions as needed to the Board of Trustees, Senators and faculty interested in serving in this committee should contact David.
- Has appointed the Senate Vice-President to chair an Academic Senate Constitution Review Committee. Senators and faculty interested in serving in this committee should contact David.
- Informed the Senate that there are a number of documents that require Senate President signature. She has already signed the 2009-2010 Basic Skills Funds End-of-Year Expenditure Report as requested by the Instruction Office. She passed a copy of the report around the room for all the Senators to peruse. She reported that she has asked the administration to please present such documents to her in time for her to consult with the Senate prior to signing a document.
- Announced that she had facilitated a FLEX workshop at start of fall semester to explain the role of the Academic Senate at the local and state level and also expressed a desire to hold an Academic Senate Retreat during winter FLEX week. She would like to offer such a FLEX workshop at the start of every academic year
- Distributed manuals for every voting member of the Senate with their names on them. The 3-ring binder includes a copy of the Senate Constitution, a section to hold agendas, the list of 10+1 responsibilities, and the Senate budget
- Informed the Senate that she plans to attend the State Senate's Plenary Session and is interested in learning about the resolutions process. Her hope is to share the process with the Senate and explore the possibility of using resolutions as a formal way to communicate with the administration and the Board of Trustees.

Report of the Academic Senate Vice-President, David Andrus:

- Explained how at the Senate President's request, the release time given to the Senate will be shared between the President (30%) and the Vice-President (20%) and that they would work as a team. He will be attending the monthly meetings with Dr. Van Hook. He will also represent the Academic Senate on CPT- College Planning Team and PAC/B - President's Advisory Council on Budget.
- Announced his acceptance to chair the two 2 Senate Committees: Constitution and By-Laws Review Committee and the Board Policies and Procedures Committee.
- Announced he is currently working with other faculty and staff and the Vice President of HR to develop an Ethics Policy for all employees of the District.

5. Report of Standing Committees:

Report of the Curriculum Committee Chair, Ann Lowe:

- Reported that she attended the State Academic Senate's Curriculum Institute during the summer and gave an overview. She reported that California is narrowing the mission of community colleges to focus on ***basic skills, transfer, and CTE. There is also an increased emphasis*** on degrees and outcomes and wants to encourage students to finish their studies at the community college in two years. She also explained ***Academic Senate's work to allow Math and English prerequisites to be sued for courses in another discipline.*** COC's new Honors courses and finally she described the regulations related to repetition that limit. ***Courses that limit their repletion.*** The college will need to wait for guidance on the implementation of SB 1440, the Transfer bill, when it passes the legislature.

Report of the Equivalency Committee Chair, Sherrill Pennington:

- At one time the committee was called Discipline Committee, but that has since been changed. HR makes sure that new faculty meets the minimum qualifications for their disciplines. If there are any problems or doubts, then the Equivalency committee is called to review transcripts and make a determination. The most current list of Minimum Qualifications for Faculty and Administrators in California Community Colleges was published by the Chancellor's Office in March 2010.

II. Unfinished Business

Proposed Procedures for Merging/Splitting Departments:

The Senate discussed language at the end of last academic year dealing with departments wanting to merge or split. The Senate needs to revisit the language, discuss it further, and take action. The following points were made during the discussion on this item:

- The language addresses "departments" but what about "programs" or "courses"?

- The language addresses the need for FT faculty to participate in the process but should adjunct faculty also participate in the process since some courses, programs, or departments may not have full-time faculty and the courses affected are only taught by adjuncts?
- There is a need to arrive at language that would make the process reasonable and equitable for all future such mergers or splits.
- There is a need to consider the issue of compensation for department chair(s) when departments/programs/courses merge or split since load will change.

III. Discussion Items

Senate Fall 2010 Calendar of Meeting Dates:

The calendar for Fall 2010 Senate meeting dates approved on June 3 allowed for two Curriculum Committee meetings in November but no Senate meetings in November. The Senate President asked the Curriculum Committee Chair to consider allowing the second Curriculum Committee meeting date in November to be used for a Senate meeting instead so that the Curriculum Committee and the Senate would each have one meeting in November. The Curriculum Committee Chair and the Senators agreed.

Campus Wide Evacuation Drill:

Dr. Michael Wilding spoke to the Senate about scheduling an Emergency Evacuation Drill in the near future while students and faculty are on campus. The College has held emergency evacuation drills in December when just the Classified and Administrators are on campus.

He wanted to discuss this event with the Senate since it will cause a disruption of about two to three hours to instruction. A question came up in about compensating for lost time and extending the calendar to make up the time and Dr. Wilding said no to both. It was suggested that we have the drill during FLEX when faculty are present but not students. This would give the faculty a chance to practice the evacuation their classrooms prior to practicing with students. Dr. Wilding will take this recommendation into consideration. The Senate President asked that the Senators share this information with the faculty in their divisions and bring back any suggestions or concerns back to the Senate for further discussion.

Conflict of Interest Policy

Board Policy 3850 Conflict of Interest has not been submitted to the Board of Trustees for approval pending Senate input. The policy was referred to the new Board Policy and Procedures Committee for their review.

IV. Action Items

Revision of Senate Fall 2010 Calendar of Meeting Dates:

The Senate approved the revised Fall 2010 Senate and Curriculum Committee meeting dates for the month of November 2010. The Curriculum Committee will meet on November 4 and the Senate will meet on November 18.

Approval of discipline assignments:

- Omar Torres, new Division Dean of Math, Sciences, & Engineering was approved for the discipline of Chemistry
- Cynthia Dorroh, new Division Dean of Allied Health, was approved for the disciplines of Nursing and Health
- John Makevich, recently reclassified into an educational administrator position as the Director, Distance & Accelerated Learning, was approved for the discipline of Earth Science (Equivalency #1)
- Ryan Theule, recently promoted to Assistant Dean, Student Services (CCC), was approved for the discipline of History.

Senate Constitution

Revisions to the Senate Constitution were proposed in 2004 but a review of past minutes did not reveal a vote to approve the revisions. Rather than approve the revisions submitted in 2004 now since so much time has lapsed, there was a motion approved to have the new Academic Senate Constitution Review Committee review the original constitution, the proposed 2004 revisions, and to come back to the Senate with a recommendation. Also, at the current time we have no bylaws. The Constitution Review Committee may want to develop recommendations for bylaws after a new Constitution is ratified.

V. Announcement

State Academic Senate C-ID Discipline Input Group (DIG) Southern California Meeting: Oct. 8, 2010, Orange County Double Tree Hotel, Orange, CA for faculty in Psychology, Biology, Chemistry, Math, Criminal Justice, Physics, Art History, Geology, History, Kinesiology, and Theater

VI Open Forum

Student Voice: The Senate President thanked the two ASG representatives, Ravenna Gill and Siavosh Moghani, who attended the Senate meeting and she encouraged them to attend future meetings as well.

Campus Safety: Dr. Michael Wilding explained that officers are now carrying Tasers as approved by Senate and they will now also start carrying mace.

Faculty Center: A Senator asked whether the Senate should find a bigger room or bigger table because not all Senators fit around the table in BNHL 330. Edel said she would look into it. A suggestion was made to use the University Center for a bigger room.

VII. Adjournment

Meeting adjourned at 4:40 p.m.

CURRICULUM COMMITTEE SUMMARY

September 2nd, 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 August 26th, 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Sciences; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marenco, Anne – Member at large; Solomon, Diane – Member at Large; Waller, Tina – Allied Health

Members absent: Green, Audrey - Co-Chair, Administrator, Articulation Officer; Parker, Catherine – Adjunct Faculty; Stanich, Diana – Physical Education & Athletics

TECHNICAL CHANGE MEMOS on Consent:

Subject	#	Title	Description of action	Author
FIRETC		Various Courses – see attached memo	Changing of FIRETC training courses to new training categories of FIRETL (Lifeguard courses) and FIRETR (Firefighter courses). - APPROVED	D. Ri R. The

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
DAT	265	AutoCAD for Architecture & Interior Design	Course no longer exists. - APPROVED	A. Gre
GENSTU	051	Individual Perspective Learning Assessment	Highly specialized course with limited enrollment. - APPROVED	J. Feuerh
NC.OAD	HLTH5	Mobility Through Exercise for Older Adults Using Yoga	Course has never been offered and is unlikely to be offered. - APPROVED	K. Kist

DELETED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Journalism	AA Degree	No longer exists. – APPROVED	A. Gre
Journalism	Certificate of Achievement	No longer exists. – APPROVED	A. Gre
Photojournalism	AA Degree	No longer exists. – APPROVED	A. Gre
Photojournalism	Certificate of Achievement	No longer exists. - APPROVED	A. Gre

NEW ISA COURSES on consent:

Subject	#	Title	Description of action	Author
PUBSAF	10AN	Staff Officer Annual Report (SOAR)	.25 units, 4 hours lecture, 4 hours lab. Class size 35, unlimited repeats. Add 2 SLO's (1 lec, 1 lab). New Prerequisite, POST. – APPROVED	S. McL
PUBSAF	20AP	Radar Operator School	1.5 units, 20 hours lecture, 12 hours lab. Class size 35, unlimited repeats. Add 3 SLO's (1 lec, 2 lab). New Prerequisite, POST. – APPROVED	R. Bur
PUBSAF	20AQ	Emergency Vehicle Operations (EVOC) PIT	.25 units, 4 hours lecture, 4 hours lab. Class size 35, unlimited repeats. Add 2 SLO's (1 lec, 1 lab). New Prerequisite, POST. – APPROVED	R. Bur
PUBSAF	20AR	Force Refresher	.50 units, 5 hours lecture, 3 hours lab. Class size 25, unlimited repeats. Add 2 SLO's (1 lec, 1 lab). New Prerequisite, POST. – APPROVED	S. McL
PUBSAF	20AT	Custody Collision	.25 units, 4 hours lecture, 4 hours lab. Class size 20, unlimited repeats. Add 3 SLO's (2 lec, 1 lab). New Prerequisite, POST. – APPROVED	R. Bur
PUBSAF	20AU	Disaster and Triage	.50 units, 5 hours lecture, 3 hours lab. Class size 20, unlimited repeats. Add 2 SLO's (1 lec, 1 lab). New Prerequisite, POST. – APPROVED	S. McL
PUBSAF	30AE	Emerging Drug Trends	.50 units, 5 hours lecture, 3 hours lab. Class size 20, unlimited repeats. Add 2 SLO's (1 lec, 1 lab). New Prerequisite, POST. – APPROVED	S. McL
PUBSAF	40AH	Mounted Platoon Basic Training	6.25 units, 60 hours lecture, 140 hours lab. Class size 35, unlimited repeats. Add 2 SLO's (1 lec, 1 lab). New Prerequisite, POST. – APPROVED	R. Bur
PUBSAF	40AI	Multi-agency Response to Terrorist Incidents	.50 units, 6 hours lecture, 4 hours lab. Class size 100, unlimited repeats. Add 2 SLO's (1 lec, 1 lab). New Prerequisite, POST. - APPROVED	S. McL

NEW COURSES:

Subject	#	Title	Description of action	Author
NURSNG	109	Transition into Nursing	4 units, 31.5 hours lecture, 121.5 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 lab). New Prerequisite, Admission to Program. Add DLA. - APPROVED	T. Bath
NURSNG	112	Foundations of Nursing	4.25 units, 36 hours lecture, 121.5 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 lab). New Prerequisite, Admission to Program. Add DLA. - APPROVED	M. Corbo
NURSNG	114	Fundamentals of Nursing	6.5 units, 63 hours lecture, 162 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 lab). New Prerequisite, NURSNG-112 . Add DLA. - APPROVED	A. Vo
NURSNG	124	Beginning Medical Surgical Nursing	5.75 units, 63 hours lecture, 121.5 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 lab). New Prerequisite, NURSNG-114 . Add DLA. - APPROVED	S. Carro
NURSNG	126	Psychiatric Nursing	3.75 units, 40.5 hours lecture, 81 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 lab). New Prerequisites, NURSNG-114 & PSYCH-101 . Add DLA. - APPROVED	A. Low
NURSNG	234	Intermediate Medical-Surgical Nursing	4.75 units, 45 hours lecture, 121.5 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 lab). New Prerequisites, NURSNG-124 & NURSNG-126 . Add DLA. - APPROVED	D. Bako
NURSNG	236	Maternal Child Nursing	5.5 units, 58.5 hours lecture, 121.5 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 lab). New Prerequisite, NURSNG-234. Add DLA. - APPROVED	T. Rori
NURSNG	240	Advanced Medical Surgical Nursing and Leadership	8.5 units, 72 hours lecture, 243 hours lab. Class size 10, not repeatable. Added 2 SLO's (1 lec, 1 clinical). New Prerequisites, NURSNG-234 & NURSNG-236. Add DLA. - APPROVED	V. Malin

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Nursing: Career Ladder LVN to RN A.S. Degree	AS Degree	43 Units. Added NURSNG 109, 126, 234, and 240 in place of 103, 220, 222, 232. Add 2 Program SLO's (1 lec, 1 lab). - APPROVED	D. Mor
Nursing: Registered Nurse A.S. Degree	AS Degree	61 Units. Added NURSNG 112, 114, 124, 126, 234, 236, 240 in place of 110, 111, 120, 122, 220, 222, 232. Add 2 Program SLO's (1 lec, 1 clinical). - APPROVED	D. Mor

NEW PREREQUISITES:

Subject	#	Title	Enrollment Limitation	Author
NURSNG	109	Transition into Nursing	Admission to Program Prerequisite. - APPROVED	T. Bath
NURSNG	112	Foundations of Nursing	Admission to Program Prerequisite. – APPROVED	M. Corbe
NURSNG	114	Fundamentals of Nursing	NURSNG-112 Prerequisite. – APPROVED	A. Vo
NURSNG	124	Beginning Medical Surgical Nursing	NURSNG-114 Prerequisite. – APPROVED	S. Carro
NURSNG	126	Psychiatric Nursing	NURSNG-114 & PSYCH-101 Prerequisites. – APPROVED	A. Low
NURSNG	234	Intermediate Medical-Surgical Nursing	NURSNG-124 & NURSNG-126 Prerequisites. – APPROVED	D. Bake
NURSNG	236	Maternal Child Nursing	NURSNG-234 Prerequisite. – APPROVED	T. Rori
NURSNG	240	Advanced Medical Surgical Nursing and Leadership	NURSNG-234 & NURSNG-236 Prerequisites. – APPROVED	V. Malin
PUBSAF	10AN	Staff Officer Annual Report (SOAR)	POST Prerequisite. – APPROVED	S. McLe
PUBSAF	20AP	Radar Operator School	POST Prerequisite. – APPROVED	R. Burr
PUBSAF	20AQ	Emergency Vehicle Operations (EVOC) PIT	POST Prerequisite. – APPROVED	R. Burr
PUBSAF	20AR	Force Refresher	POST Prerequisite. – APPROVED	S. McLe
PUBSAF	20AT	Custody Collision	POST Prerequisite. – APPROVED	R. Burr
PUBSAF	20AU	Disaster and Triage	POST Prerequisite. – APPROVED	S. McLe
PUBSAF	30AE	Emerging Drug Trends	POST Prerequisite. – APPROVED	S. McLe
PUBSAF	40AH	Mounted Platoon Basic Training	POST Prerequisite. – APPROVED	R. Burr
PUBSAF	40AI	Multi-agency Response to Terrorist Incidents	POST Prerequisite. – APPROVED	S. McLe

STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
PUBSAF	10AN	Staff Officer Annual Report (SOAR)	- APPROVED	S. McL
PUBSAF	20AP	Radar Operator School	- APPROVED	R. Bur
PUBSAF	20AQ	Emergency Vehicle Operations (EVOC) PIT	- APPROVED	R. Bur
PUBSAF	20AR	Force Refresher	- APPROVED	S. McL
PUBSAF	20AT	Custody Collision	- APPROVED	R. Bur
PUBSAF	20AU	Disaster and Triage	- APPROVED	S. McL
PUBSAF	30AE	Emerging Drug Trends	- APPROVED	S. McL
PUBSAF	40AH	Mounted Platoon Basic Training	- APPROVED	R. Bur
PUBSAF	40AI	Multi-agency Response to Terrorist Incidents	- APPROVED	S. McL

NEW DISTANCE LEARNING ADDENDUMS:

Subject	#	Title	Method of Delivery	Author
NURSNG	109	Transition into Nursing	Hybrid. – APPROVED	T. Bath
NURSNG	112	Foundations of Nursing	Hybrid. – APPROVED	M. Corbe
NURSNG	114	Fundamentals of Nursing	Hybrid. – APPROVED	A. Vo
NURSNG	124	Beginning Medical Surgical Nursing	Hybrid. – APPROVED	S. Carr
NURSNG	126	Psychiatric Nursing	Hybrid. – APPROVED	A. Low
NURSNG	234	Intermediate Medical-Surgical Nursing	Hybrid. – APPROVED	D. Bake
NURSNG	236	Maternal Child Nursing	Hybrid. – APPROVED	T. Rori
NURSNG	240	Advanced Medical Surgical Nursing and Leadership	Hybrid. - APPROVED	V. Malin

Discussion items/Notes:

- 1) Stand alone training was completed by all committee members that were in attendance. Committee members that were not present will have to complete the stand alone training via webinar. The certificate of completion for the Stand Alone training must be received by the Chancellor's Office by September 30th, 2010. Information on the webinar will be sent out to those members that were not in attendance

TECHNICAL CHANGE MEMO

DATE: June 30th, 2010

TO: Curriculum Committee

FROM: Debbie Rio/Ryan Theule

Re: Changing of FIRETC training courses to new training categories of FIRETL (lifeguard courses) and FIRETR (Firefighter courses)

The ISA department would like to change the following FIRETC courses to the corresponding FIRETL & FIRETR courses. This will separate the training courses out from the Fire Technology department's classes dedicated to the Associate Degree.

New Courses Includes ISA's	17	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	2	New DLA's	8	Deleted Courses	3
Modified Courses	-0-	New SLO's	40	Deleted Programs	4
Modified Programs	-0-	Modified SLO's	-0-	Proposals Reviewed in Technical Review Session	30
New Non Credit Courses	-0-	New Prerequisites	17	Proposals Returned from Technical Review Session	4

FIRETR 10 FIRE TRAINING ADMINISTRATION		
Current Course	Proposed Change	Course title (unchanged)
FIRETC 098A1	FIRETR 10A	A: Academy Training
FIRETC 098AH	FIRETR 10B	S-339 Division/Group Supervisor All Risk
FIRETC 098AI	FIRETR 10C	Followership to Leadership
FIRETC 098CE	FIRETR 10D	Firefighter Inservice Training
FIRETC 098D	FIRETR 10E	S-339 Division Group Supervisor
FIRETC 098EE	FIRETR 10F	S-281 Supervisory Concepts & Techniques
FIRETC 098AR	FIRETR 10G	Medical Unit Leader
FIRETC 098CA	FIRETR 10H	Incident Training Specialist
FIRETC 098J1	FIRETR 10I	J: Admin, Mgmt or Supervision
FIRETC 098K1	FIRETR 10J	K: Instructor Training
FIRETC 098KK	FIRETR 10K	S-381 Leadership & Organization Development
FIRETC 098SS	FIRETR 10L	Firefighter Inservice Training
FIRETC 098WC	FIRETR 10M	Team Building
FIRETC 098WE	FIRETR 10N	Civil Rights & the Workplace
FIRETC 098WF	FIRETR 10O	Performance Management
FIRETC 098WH	FIRETR 10P	Budget & Material Management
FIRETC 098WI	FIRETR 10Q	Hometown Attentiveness
FIRETC 098WJ	FIRETR 10R	Essentials of Leadership
FIRETC 098WK	FIRETR 10S	Ethical Leadership in the Classroom

FIRETR 20 FIRE PREVENTION		
Current Course	Proposed Change	Course title (unchanged)
FIRETC 098B1	FIRETR 20A	B: Prevention
FIRETC 098E1	FIRETR 20B	E: Fire & Arson Investigation
FIRETC 098F1	FIRETR 20C	F: Preventative Maintenance
FIRETC 098HH	FIRETR 20D	S-336 Fire Suppression Tactics

FIRETR 30 FIREFIGHTER TACTICAL OPERATIONS		
Current Course	Proposed Change	Course title (unchanged)
FIRETC 098A	FIRETR 30A	S-215 Fire Op/Urban Interface
FIRETC 098AA	FIRETR 30B	I-400 Advanced ICS
FIRETC 098AB	FIRETR 30C	S-346 Situation Unit Leader
FIRETC 098AC	FIRETR 30D	S-354 Facilities Unit Leader
FIRETC 098AD	FIRETR 30E	S-355 Ground Sport Unit Leader
FIRETC 098AE	FIRETR 30F	Edison Drill
FIRETC 098AF	FIRETR 30G	S-403 Information Officer
FIRETC 098AL	FIRETR 30H	Explorer Fire Academy
FIRETC 98AM	FIRETR 30I	S-358 Communications Leader
FIRETC 098BB	FIRETR 30J	S-215 Fire Operations in Urban Interface
FIRETC 098CJ	FIRETR 30K	J-342 Documentation Unit Leader
FIRETC 098CG	FIRETR 30L	S-248 Status/Check in Recorder
FIRETC 098CK	FIRETR 30M	J-236 Staging Area Manager
FIRETC 098B	FIRETR 30N	S-234 Ignition Operations
FIRETC 098DD	FIRETR 30O	S-270 Basic Air Operations
FIRETC 098GG	FIRETR 30P	S-330 Strike Team Leader
FIRETC 098H	FIRETR 30Q	I-248 Check-in Recorder/Status Recorder
FIRETC 098I	FIRETR 30R	S-348 Resources Unit Leader

FIRETC 098JJ	FIRETR 30S	S-370 Int Aviation Operations
FIRETC 098K	FIRETR 30T	S-244 Field Observer
FIRETC 098L	FIRETR 30U	S-420 Command & General Staff
FIRETC 098L1	FIRETR 30V	L: Emergency Operations
FIRETC 098M	FIRETR 30W	S-430 Operations Staff Chief
FIRETC 098P1	FIRETR 30X	P: Aircraft/Airfield Operation
FIRETC 098Q	FIRETR 30Y	S-440 Planning Section Chief
FIRETC 098R1	FIRETR 30Z	R: ICS & NWCG Courses
FIRETC 098S	FIRETR 30AA	S-400 Incident Commander
FIRETC 098S1	FIRETR 30AB	S: ICS & NWCG Courses
FIRETC 098T	FIRETR 30AC	S-258 Incident Comm Technician
FIRETC 098T1	FIRETR 30AD	T: ICS & NWCG Courses
FIRETC 098X	FIRETR 30AE	Supply Unit Leader
FIRETC 098Y	FIRETR 30AF	S-404 Safety Officer

FIRETR 30 FIREFIGHTER TACTICAL OPERATIONS (con't)

Current Course	Proposed Change	Course title (unchanged)
FIRETC 198B	FIRETR 30AG	I-200 Incident Command System
FIRETC 198C	FIRETR 30AH	I-300 Intermediate (ICS) Incident
FIRETC 201	FIRETR 30AI	Incident Command System 200
FIRETC 202	FIRETR 30AJ	I-300 Intermediate Incident Command System (ICS)
FIRETC 272A	FIRETR 30AK	Fire Command 2E

FIRETR 40 FIRE PROTECTION, APPARATUS, EQUIPMENT & SYSTEMS		
Current Course	Proposed Change	Course title (unchanged)
FIRETC 097	FIRETR 40A	Firefighter CAP Training
FIRETC 098AG	FIRETR 40B	S-490 Adv Wildland Fire Behavior Calculations
FIRETC 098AO	FIRETR 40C	PWC/IRB Personal Watercraft/Inflatable Rescue Boat
FIRETC 098AP	FIRETR 40D	Driver/Operator 1A
FIRETC 098AQ	FIRETR 40E	Driver/Operator 1B
FIRETC 098CF	FIRETR 40F	Low Angle Rescue
FIRETC 098CH	FIRETR 40G	S-271 Helicopter Crew Member
FIRETC 098CI	FIRETR 40H	J-158 Radio Operator
FIRETC 098D1	FIRETR 40I	D: Rescue Practices
FIRETC 098FF	FIRETR 40J	S-290 Int Wildland Fire Behavior
FIRETC 098G	FIRETR 40K	S-212 Wildfire Powersaws
FIRETC 098G1	FIRETR 40L	G: Vehicle Repair
FIRETC 098H1	FIRETR 40M	H: Vehicle Operation & Pump
FIRETC 098I1	FIRETR 40N	I: Portable & Fixed Equipment
FIRETC 098J	FIRETR 40O	Advanced Rope Rescue
FIRETC 098LL	FIRETR 40P	S-390 Intro Wildland Fire Behavior
FIRETC 098N	FIRETR 40Q	Rescue Systems
FIRETC 098N1	FIRETR 40R	N: Construction Tech & Fire Protection Systems
FIRETC 098O	FIRETR 40S	Emergency Trench Rescue
FIRETC 098O1	FIRETR 40T	O: Hazardous Materials
FIRETC 098P	FIRETR 40U	Confined Space Rescue
FIRETC 098R	FIRETR 40V	Rescue Systems 2
FIRETC 098RR	FIRETR 40W	S-190 Intro to Wildland Fire Behavior

FIRETC 098U	FIRETR 40X	Vehicle Extrication Program
FIRETC 098V	FIRETR 40Y	Defensive & Safe Driving
FIRETC 098W	FIRETR 40Z	GPS Land Navigation
FIRETC 098Z	FIRETR 40AA	River Flood 1

FIRETR 50 CLERICAL FUNTIONS		
Current Course	Proposed Change	Course title (unchanged)
FIRETC 098M1	FIRETR 50A	M: Office & Clerical Skills
FIRETC 098MW	FIRETR 50B	Introduction Microsoft Word
FIRETC 098VA	FIRETR 50C	Introduction Microsoft Excel
FIRETC 098VB	FIRETR 50D	Intermediate Microsoft Excel
FIRETC 098VC	FIRETR 50E	Advanced Microsoft Excel
FIRETC 98VD	FIRETR 50F	Introduction Microsoft Outlook
FIRETC 098VE	FIRETR 50G	Advanced Microsoft Outlook
FIRETC 098VF	FIRETR 50H	Introduction Microsoft PowerPoint
FIRETC 098VG	FIRETR 50I	Advanced Microsoft PowerPoint
FIRETC 098VH	FIRETR 50J	Introduction Microsoft Publisher
FIRETC 098VI	FIRETR 50K	Advanced Microsoft Access
FIRETC 098VJ	FIRETR 50L	Introduction Adobe Acrobat
FIRETC 098WA	FIRETR 50M	Effective Communications
FIRETC 098WB	FIRETR 50N	Effective Business Writing
FIRETC 098WD	FIRETR 50O	Performance Evaluation
FIRETC 098WG	FIRETR 50P	Workers Compensation

FIRETR 60 MEDICAL SERVICES		
Current Course	Proposed Change	Course title (unchanged)
FIRETC 098AK	FIRETR 60A	S-223 Fireline EMT

FIRETC 098C1	FIRETR 60B	C: Emergency Medical
FIRETC 198ZZ	FIRETR 60C	Advanced Life Support Training

FIRETL 10 LIFEGUARD ADMINISTRATION		
Current Course	Proposed Change	Course title (unchanged)
FIRETC L1	FIRETL 10A	Ocean Lifeguard Training Academy
FIRETC L11	FIRETL 10B	Lifeguard Cadet
FIRETC L15	FIRETL 10C	Ocean Lifeguard Recheck Instructor
FIRETC L20	FIRETL 10D	Lifeguard Academy Instructor Training
FIRETC 6A	FIRETL 10E	Annual Ocean Lifeguard Recertification Inservice Permanent
FIRETC L6B	FIRETL 10F	Annual Ocean Lifeguard Recertification Inservice - Recurrent
FIRETC L7	FIRETL 10G	Junior Lifeguard Instructor

FIRETL 20 LIFEGUARD TACTICAL OPERATIONS		
Current Course	Proposed Change	Course title (unchanged)
FIRETC L12A	FIRETL 20A	Field Communications for Lifeguard
FIRETC L12B	FIRETL 20B	Field Communications for Lifeguard
FIRETC L21	FIRETL 20C	Ocean Lifeguard Specialist Orientation
FIRETC L22	FIRETL 20D	Lifeguard Captain Orientation

FIRETL 30 LIFEGUARD APPARATUS, EQUIPMENT & SYSTEMS		
Current Course	Proposed Change	Course title (unchanged)
FIRETC 10	FIRETL 30A	Advanced Diver Inservice Training

FIRETC L14	FIRETL 30B	Personal Watercraft Surf Rescue Instructor
FIRETC L16	FIRETL 30C	Emergency Sand Driving
FIRETC L24	FIRETL 30D	Inflatable Rescue Boat - Basic
FIRETC L25	FIRETL 30E	Inflatable Rescue Boat - Operator
FIRETC L26	FIRETL 30F	Inflatable Rescue Boat - Instructor
FIRETC L27	FIRETL 30G	Boat & Marine Firefighting
FIRETC L3	FIRETL 30H	Basic Boat Operations
FIRETC L4	FIRETL 30I	Personal Watercraft Surf Rescue - Basic
FIRETC L5	FIRETL 30J	Personal Watercraft Surf Rescue Operator
FIRETC L9	FIRETL 30K	Rescue Boat Operator

FIRETL 40 MEDICAL SERVICES		
Current Course	Proposed Change	Course title (unchanged)
FIRETC L17	FIRETL 40A	CPR Instructor Certification
FIRETC L2	FIRETL 40B	Emergency Medical Technician
FIRETC L23	FIRETL 40C	Paramedic Continuing Education
FIRETC L8A	FIRETL 40D	EMT Recert for Lifeguards - Permanent
FIRETC L8B	FIRETL 40E	EMT Recertif for Lifeguards - Recurrent

**PROPOSED PROCEDURES FOR MERGING/SPLITTING
DEPARTMENTS AND PROGRAMS
Academic Senate, Fall 2010**

1. Formal written proposals to split a department **or academic program**, merge a department **or academic program**, change a department **or academic program's** name **or to relocate an existing course to a different department, division, program or campus office will be brought to the Senate.** These proposals can be initiated by a department, **the Instruction Office or any faculty member operating under an academic program or overseeing an unaffiliated course or courses.**
 - a. For purposes of this policy, an “academic program” is a course, set of courses and/or instructional requirements that exists outside the direct control of an existing academic department.
 - b. An “unaffiliated course” is an academic course that does not fall under the control or categorization of any existing department or program.
2. **Upon receipt of the written proposal the Senate will establish an ad hoc committee to review the proposal. The ad hoc committee composition will be the following:**
 - c. The Senate will appoint at least two faculty members from each department **or academic program** impacted (one of whom will be designated as the chair of the ad hoc committee), and two faculty members from outside the department **or academic program.** The CIO will appoint a representative from the Instruction Office. **If an impacted department or academic program maintains only one faculty member, that department or academic program's membership on the committee will be reduced from two to one.**
 - d. **The Senate may add additional voting or non-voting members to the committee who are affected by the proposal's impact on an unaffiliated course or courses.**
 - e. The committee may add additional, non-voting resource members as it deems necessary.
 - f. For proposals involving renaming of departments, a separate ad hoc committee is not necessary.

In the event a proposal is made to the Academic Senate or Office of Instruction without supporting written documentation, the ad hoc committee may be used to assist in drafting a formal written proposal.

2. The written proposal for a departmental change should address the following issues:
 - a. How will the proposal help the students of the college?
 - b. Is the proposal part of a program review recommendation? If not, what has changed since the last program review that would support the proposal?
 - c. What is the opinion of the impacted faculty members
 - d. Does the Instruction Office support the proposal?
 - e. Will the proposal provide for a more effective use of time, resources, and faculty?
 - f. Is the proposal similar to the departmental structures at other institutions?

- g. Will this proposal increase or alleviate the “Goldilocks Factor” (e.g., “too big...too small....just right!”)?
- h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?
- i. What impact could this have on any governance proposals?
- j. Are there any possible negative impacts of such a change?
- k. **Would there be any resulting changes to curriculum, and if so, what is the intended timeline for implementation and approval by the curriculum committee?**
 - i. *Close consultation with the Curriculum Chair and Counseling Office is recommended.*
- l. Are there any additional issues raised by the Senate or the Instruction Office?
- 3. The committee will forward its recommendation to the Senate and the Instruction Office. If there is mutual agreement with the Senate and the Instruction Office, the proposal will be granted “provisional approval”.
- 4. The proposal will receive final approval when the following conditions have been met:
 - a. The Curriculum Committee has approved of any new course numbering system (if necessary) **and approves of the proposed timeline for changes and implementation of affected curriculum;**
 - b. The Articulation Officer certifies that there are no outstanding articulation issues;
 - c. All appropriate college offices have been notified for any changes required in the college catalog, brochures, and other publications;
 - d. Any outstanding contractual issues have been resolved; and,
 - e. Any other conditions that may be requested by the Instruction Office or the Senate.
- 5. Unless a specific implementation date is ~~not~~ detailed in the approval process, final implementation will take place at the start of the next academic year.
 - a. **If the proposal results in substantive alterations to curriculum or student expectations, the merger, split or renaming must then be consistent with the college catalogue existing at the time of implementation.**
- 6. This procedure is considered as one of the “other academic and professional matters” describe in Board Policy on Faculty Involvement in Governance (BP #645). It is an area where the Senate and the District will reach mutual agreement.