

**COLLEGE OF THE CANYONS**  
**Academic Senate Agenda**  
**September 9, 2010**  
**3:00 - 4:30 p.m. BONH 330**

**I. Routine Matters**

1. Call to order
2. Approval of Senate Summary for June 3, 2010 (p.2)
3. Report on Senate Budget (p.4)
4. Report of Officers
5. Report of Standing and/or Special Committees/Task Forces

**II. Unfinished Business**

6. Proposed Procedures for Merging/Splitting Departments (p.5)

**III. Discussion Items**

7. Proposed Change in Dates of November 2010 Curriculum and Senate Meetings (p.6)
8. Campus Wide Evacuation Drill
9. Board Policy & Administrative Procedures Proposal: BP 3850 Conflict of Interest (p.7)

**IV. Action Items**

10. Approval of Discipline Assignments (p.11-14)
11. Ratification of Academic Senate Constitution (p. 15)

**V. Announcement**

12. State Academic Senate C-ID Discipline Input Group (DIG) Southern California Meeting: Oct. 8, 2010, Orange County Double Tree Hotel, Orange, CA (p.19)

**VI. Open Forum**

**VI. Adjournment: 4:30 p.m.**

The next Academic Senate meeting will be **September 23, 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.

CCC, no update.

**Collegial Celebration,** please have this next year. This is the only time that our colleagues can get together and honor their 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 maybe a double office. With a double office the person that is left can pick the person they would like to share an office with. If not 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,** a discussion was discussed 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 they be given consideration for having classroom for discipline. The instructors have also been asked what they are going to store in the classroom. It was suggested that they engage this discussion with Instruction. They may be thinking about pedagogical reasons.

**Accreditation Requirements for Online Classes,** James Grossklag. Objective is this is a legal Requirement and we have to follow that law. Some individuals will have problems but we need to follow the requirements. This was passed in 2008. There is new language, that will identify students taking distance ed. This a Federal Law and it applies to all. The discussion entailed using Black Board. Not many individuals use Black Board and were opposed to using it. It was suggested that a student sign into Black Board and then be giving a link to go to whatever the instructor is using. This is suppose to account for the students that are taking online classes. It was suggested that we get other information from colleges that are using this and see how it is working for them. The new language came in January 2010. They need the endorsement of the Senate to get this in place. It would go into place spring 2011. It was decided:

- Accept two and three
- Recommend 2 Black Board Senate accepts as a goal, to resolve;
- Spring to implement
- Charge the committee to make a through issue of “proctor”.

The biggest issue was the “proctoring”. A subcommittee of Senate to work with Instruction and Ed Tech. Next year encourage Senate to address Proctoring.

**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.

Adjourned 4:30 p.m.

### Academic Senate Memorandum

TO: Academic Senate  
FROM: Dr. Edel Alonso, President  
DATE: September 9, 2010  
RE: Academic Senate 2010-2011 Budget Proposal

Prepared and Submitted Proposed Budget by Academic Senate President,  
Dr. Edel Alonso, July 1, 2010

<b>Budget Items</b>	<b>Adopted 2009-2010</b>	<b>Augmentation Request</b>	<b>Proposed for 2010-2011</b>
Office Supplies	330.00	0.00	330.00
Conferences (NEW)	0.0	4,700.00	4,700.00
Mileage (NEW)	0.0	2,610.00	2,610.00
Equipment	0.0	300.00	300.00
			<b>Total \$7,940.00</b>

Approved by CIO, Dr. Mitjl Capet, as a Forced Cost in consultation with  
Dr. Van Hook, July 6, 2010. The Senate budget will be included in the tentative budget.  
According to the Budget Development Director, Donna Haywood, the funds will be  
reflected in the Academic Senate Adopted Budget some time in October or November  
when the Adopted Budget is approved.

<b>Budget Items</b>	<b>Adopted 2009-2010</b>	<b>Augmentation Request</b>	<b>Proposed for 2010-2011</b>
Office Supplies	330.00	0.00	330.00
Conferences (NEW)	0.0	4,700.00	4,700.00
Mileage (NEW)	0.0	2,610.00	2,610.00
			<b>Total \$7,640.00</b>

## **PROPOSED PROCEDURES FOR MERGING/SPLITTING DEPARTMENTS**

1. Formal written proposals to split a department, merge a department, or change a department's name will be brought to the Senate. These proposals can be initiated by a department or by the Instruction Office.
2. For proposals involving merging or splitting departments, the Senate will establish an ad hoc committee to review the proposal.
  - a. The Senate will appoint at least two faculty members from each department impacted (one of whom will be designated as the chair of the ad hoc committee), and two faculty members from outside the department. The CIO will appoint a representative from the Instruction Office.
  - b. The committee may add additional, non-voting resource members as it deems necessary.
  - c. For proposals involving renaming of departments, a separate ad hoc committee is not necessary.
3. 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. Are there any additional issues raised by the Senate or the Instruction Office?
4. 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".
5. 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);
  - 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.
6. 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.
7. 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.

### Curriculum and Senate Meetings 2010-2011

Approved

<b>Fall 2010</b>				
<i>Month</i>	<i>Curriculum I</i>	<i>Senate I</i>	<i>Curriculum II</i>	<i>Senate II</i>
<b>September</b>	Sept. 2	Sept. 9	Sept. 16	Sept. 23
<b>October</b>	Oct. 7	Oct. 14	Oct. 21	Oct. 28
<b>November</b>	Nov. 4	<del>November 11</del> (Veteran's Day)	Nov. 18	<del>November 25</del> Thanksgiving
<b>December</b>	Dec. 2	Dec. 9	<del>December 16</del> (Winter Break )	<del>December 23</del> (Winter Break)

Proposed

<b>Fall 2010</b>				
<i>Month</i>	<i>Curriculum I</i>	<i>Senate I</i>	<i>Curriculum II</i>	<i>Senate II</i>
<b>September</b>	Sept. 2	Sept. 9	Sept. 16	Sept. 23
<b>October</b>	Oct. 7	Oct. 14	Oct. 21	Oct. 28
<b>November</b>	Nov. 4	<del>Nov. 11 (Veteran's Day)</del> Nov. 18	<del>Nov. 18</del>	<del>Nov. 25</del> (Thanksgiving)
<b>December</b>	Dec. 2	Dec. 9	<del>Dec. 16</del> (Winter Break )	<del>Dec. 23</del> (Winter Break)

## BP 3850 Conflict of Interest

### **Reference:**

*Government Code Sections 1090, et seq.; 1126; 87200, et seq.; Title 2, Sections 18730 et seq.*

**Board members, officers, and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members, officers, and employees.**

**A board member, officer, or employee shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.**

**A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.**

**A board member, officer, or employee shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district.**

**In compliance with law and regulation, the Chancellor of the District shall establish administrative procedures to provide for disclosure of assets of income of board members, officers, or employees who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.**

**Board members and designated officers and employees shall file statements of economic interest with the filing officer identified by the administrative procedures.**

**Board members, officers, and employees are encouraged to seek counsel from the District's legal advisor in every case where any question arises.**

***See Administrative Procedure AP 3850***

*Approved (pending)*

## AP 3850 Conflict of Interest

Reference:

*Government Code Sections 87105, 87200-87210; Title 2, Section 18700 et seq.; and as listed below.*

Incompatible Activities (Government Code Section 1126, 1099)

1. Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District.
2. A Board member shall not simultaneously hold two public offices that are incompatible.
3. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Section 1090 et seq.)

1. Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.
2. A Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).
3. A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes.
4. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract.
5. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

1. An employee of the District may not be sworn in as an elected or appointed member of the governing Board unless and until he or she resigns as an employee.
2. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

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3. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).



#### Financial Interest in a Decision (Government Code Section 87100 et seq.)

1. If a Board member or employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes.
2. In the case of a employee, this announcement shall be made in writing and submitted to the Board.
3. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.
  - Publicly identify the financial interest in detail sufficient to be understood by the public;
  - Recuse himself or herself from discussing and voting on the matter;
  - Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the general public speaks on the issue.

#### Gifts (Government Code Section 89503)

1. Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.
2. Designated employees as defined in AP3852 shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.
3. The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
4. Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

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5. A gift of travel does not include travel provided by the District for Board members and designated employees.
6. Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502).
7. Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private

gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

#### Representation (Government Code 87406.3)

1. Elected officials shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

*Approved (pending)*

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## **HUMAN RESOURCES OFFICE**

Date: August 2, 2010

To: Dr. Edel Alonso  
President, Academic Senate

From: Julianna D. Mosier

Sr. Human Resources Generalist

Subject: Discipline Assignment – Mr. Omar Torres

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The following information is provided for discipline assignment:

**Mr. Omar Torres**

Mr. Torres has been hired as the Division Dean, Mathematics, Sciences & Engineering, effective start date August 12, 2010. The following is provided for discipline assignment:

M.S., Chemistry, UCLA

B.S., Chemistry, Texas A&M University

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

- Chemistry

cc: Lita Wangen

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**HUMAN RESOURCES OFFICE**

Date: August 2, 2010

To: Dr. Edel Alonso  
President, Academic Senate

From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Discipline Assignment – Ms. Cynthia Dorroh

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The following information is provided for discipline assignment:

**Ms. Cynthia Dorroh**

Ms. Dorroh has been hired as the Division Dean, Allied Health & Public Safety, effective start date August 12, 2010. The following is provided for discipline assignment:

M.S., Nursing, California State University, Los Angeles  
B.S., Nursing, California State University, Los Angeles  
Approximately 20 years providing direct patient care as an RN  
7 + years teaching Nursing courses

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

- Nursing
- Health

cc: Lita Wangen

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**HUMAN RESOURCES OFFICE**

Date: August 18, 2010

To: Dr. Edel Alonso  
President, Academic Senate

From: Julianna D. Mosier

Sr. Human Resources Generalist

Subject: Discipline Assignment for John Makevich

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The following information is provided for discipline assignment

**Mr. John Makevich**

Mr. Makevich has been reclassified into an educational administrator position as the Director, Distance and Accelerated Learning, effective start date August 12, 2010. The following is provided for discipline assignment.

M.S., Atmospheric Sciences, The University of Arizona  
B.S., Earth Sciences, University of California, San Diego

The equivalency committee already reviewed and approved Mr. Makevich's qualifications for equivalency #1 for Earth Science (Geology) in November 2008. Since he was a classified represented employee and an adjunct at that time, this was never placed on a Senate agenda for full Senate approval. Will the Senate please review and approve this at the next meeting?

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

- Earth Science (Equivalency #1)

cc: Lita Wangen

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**HUMAN RESOURCES OFFICE**

Date: July 6, 2010

To: Dr. Edel Alonso  
President, Academic Senate

From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Discipline Assignment

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The following information is provided for discipline assignment:

**Mr. Ryan Theule**

Mr. Theule has been promoted to Assistant Dean, Student Services (CCC), effective start date June 7, 2010. The following is provided for discipline assignment.

M.A., History, Stanford University

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

- History
- 

Mr. Theule also has a M.A. in Communication & Culture from Trinity International University. This appears to be an interdisciplinary degree. I have attached a copy of his transcripts as well as the catalog pages relating to the degree program for your review.

The minimum qualifications for the discipline of Communication Studies are:

Master's in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication OR Bachelor's in any of the above and Master's in drama/theatre arts, mass communication or English OR the equivalent.

Please advise if this degree will qualify Mr. Theule for the discipline of Communication Studies.

cc: Lita Wangen

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## CONSTITUTION

### ARTICLE 1 – NAME

The official name of the organization shall be the College of the Canyons Academic Senate.

### ARTICLE II – PURPOSE

Section 1 – The Academic Senate as the representative of the Faculty shall make recommendations to the Administration of the College and to governing Board of Trustees with respect to academic and professional matters.

### ARTICLE III – ELECTIONS

Section 1 – The voting members of the Academic Senate hereinafter identified as Senators who, unless otherwise specified, shall be tenured and tenure track faculty members are:

President;  
Vice President;  
**Three** Adjunct Faculty Representatives;  
The Immediate Past-President;  
One Division Representative from each Division;;  
1 at large representative per every 40 tenured/tenure track faculty member, and  
**Chair of the Curriculum Committee**

Section 2 – The Non-voting members of the Academic Senate shall be:

- A. The Assistant Superintendent, Vice President of Instruction and Student Services,
- B. The COC Faculty Association President or designee;
- C. THE COC Adjunct Association President or Designee;**
- D. The Student Senator of Academic Affairs.

Section 3 – The term of office for all Senators shall commence July 1 and end June 30.

Section 4 – The Senators shall be elected in the following manner:

- A. The President and the Vice President shall each serve a 2-year term of office upon election by a plurality of the tenured/tenure track faculty at College of the Canyons. The elections shall be administered by the Academic Senate and conducted during the 2nd week of the Spring Semester. No restrictions shall exist in the number of terms served.
- B. The Division Representatives shall be elected **by a plurality of their respective divisions. They will be elected for two-year term.** No restrictions shall exist in the number of terms served. The elections shall be conducted in the respective divisions early in the Spring Semester.
- C. The At-Large Senators will be elected by a plurality of the tenured and contract faculty. They will be elected for a one-year term. No restrictions shall exist in the number of terms served. The elections will be conducted during the Spring semester**

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- D. The Adjunct Senator will be elected as early as possible in the beginning of **each** Fall Semester. The Adjunct Senator will serve a term commencing with their election, and serving until their successor is elected. The Adjunct Senator must maintain his/her employment as an adjunct faculty member during his/her term of office. If the adjunct senator is not re-hired as an adjunct faculty member, the position will be declared vacant.
- E. The immediate Past-President may serve as a voting member of the Academic Senate, but his/her presence is not required for a quorum.
- F. In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested.**
- G. The results of all elections must be confirmed by the full Senate.**

Section 7 – Any Senator unable to attend a meeting shall select an alternate and notify the President in writing in advance of the meeting.

- A. In the absence of the President, the Vice President shall preside.
- B. In the absence of both the President and the Vice President, the President shall designate an alternate from the voting members of the Senate to act as Presiding Officer for that meeting.
- C. In the absence of a Division Senator, that person shall select an alternate from his/her respective Division.

Section 8 – Senate vacancies in office shall exist as so declared by a two-third majority of the Academic Senate upon acknowledgement of resignation, sabbatical leave of absence, recall or other incapacity.

- A. Vacancies in the office of President or Vice President *or At-Large Senator* shall be filled in the manner prescribed by a majority vote of the Senators.
- B. Vacancies in the office of Division Senator shall be filled in a manner prescribed by the Division from which that Senator was elected.
- C. Recall of the President, Vice President or *At-Large Senator* may be initiated by a petition of 40% of all full time Faculty members. Upon establishment of the authenticity of the petition, the Academic Senate must conduct a recall election among the tenured/tenure track faculty. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the President, Vice President *or At-Large Senator* from office.
- D. Recall of Division Representatives may be initiated by 40% of members of the Division. Upon establishment of the authenticity of the petition, the Academic Senate will authorize the Division to conduct a recall election. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the Division Representative from office.

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#### **ARTICLE IV – CURRICULUM COMMITTEE**

***Section 1 – Curriculum is the heart of the educational mission of the college; as such the Curriculum Committee shall be considered the Academic Senate’s primary sub-committee.***

- A. As development and oversight of curriculum is a crucial portion of the Senate’s responsibility, the chair of the Curriculum Committee will be an ex-officio voting member of the Senate.***

***Section 2 – The Curriculum Committee chair will be appointed by the President and subject to confirmation by a majority of the Senate.***

***Section 3 – The Curriculum Committee Chair shall serve for two years, or until his/her successor is appointed.***

***Section 4 - The voting members of the Curriculum Committee shall include:***



- A. *Chair of the Curriculum Committee;*
- B. *1 representative from each division;*
- C. *Adjunct Representative.*
- D. *Chief Instructional Officer;*

**Section 4 – If they are not already voting members, the following shall be appointed as Non-Voting members:**

- A. *Curriculum Coordinator*
- B. *Representative from the Associated Student Government;*
- C. *Representative of the Counselors (if no elected member is a Counselor);*
- D. *Matriculation Officer*
- E. *Articulation Officer*
- F. *Distance Learning Coordinator*

**Section 5 – The operating procedures of the Curriculum Committee, as well as a listing of ex-officio, non-voting members of the Curriculum Committee, shall be approved by a majority of the Senate.**

#### ARTICLE IV – COMMITTEES

Section 1 – The President shall be empowered to form any Standing or ad hoc committees of the Senate.

Section 2 – The President shall be empowered to appoint faculty members to all Senate, and/or District committees, except when those faculty members are to be appointed by the COCFA President.

Section 3 – The President will inform the Senate, at its next meeting, of any Senate committees that are formed, as well as the appointment of any faculty members to Senate, District and/or College Committees. Those committees and appointments are valid unless a majority of the Senators present rejects the formation of the committees or the appointment that have been made.

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#### ARTICLE V – MEETINGS

Section 1 – The Academic Senate shall adopt and distribute a schedule of meetings for each Academic term. The President or a majority of the Senators may call special meetings. All meetings shall be open to any interested persons.

Section 2 – The President and the Vice President shall submit an annual budget request on behalf of the Academic Senate.

#### ARTICLE VI– QUORUM

The minimum number of Senators, which must be present at a meeting in order to transact business legally, shall be 50% of the *elected* Senators or their representative.

#### ARTICLE VII– AMENDMENTS

***This Constitution*** may be amended by a ***majority*** vote of the tenured/tenure track faculty.

## ARTICLE VIII– ENACTMENT CLAUSE

Section 1 – This Constitution shall be effective upon approval by a majority vote of the College of the Canyons full time Faculty.

Section 2 – Unless otherwise specified, all actions previously taken by the Academic Affairs Committee of the College of the Canyons Faculty Association shall constitute the policies and practices of the Academic Senate.

Fall, 1988

Revised Fall, 2000

Proposal submitted Fall 2004

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Dear Senate Presidents

I am contacting you from the Course Identification Numbering System (C-ID), which is administered by the Academic Senate for California Community Colleges as a faculty-driven, voluntary system for colleges and universities to facilitate the identification of comparable courses and increase articulation across all segments of higher education in the state. C-ID addresses the need for a “common course numbering system” to simplify student movement both within the California community colleges and intersegmentally. For additional background information on C-ID, please visit [www.c-id.net](http://www.c-id.net).

This academic year, the focus of C-ID will be on the implementation of its numbering system. The foundation of C-ID is a set of descriptors for courses that commonly transfer from a California community college to baccalaureate-granting institutions, which were developed by a team of intersegmental faculty. Most of these course descriptors are currently in draft form. In order to move forward with implementation, we need faculty from the community colleges, CSU, and UC to attend

the October 7<sup>th</sup> and 8<sup>th</sup> Discipline Input Group (DIG) meetings to review and provide feedback on the course descriptors. Representatives from private colleges are also invited.

The **October 7<sup>th</sup>** meeting will be held in **Northern California at the Sacramento Radisson** Hotel, located at:  
500 Leisure Lane  
Sacramento, CA 95815  
(916) 922-2020

The **October 8<sup>th</sup>** meeting will be held in **Southern California at the Orange County Doubletree** Hotel, located at:  
100 The City Drive  
Orange, California, 92868-3204  
(714) 634-4500

### **Discipline Input Group (DIG) Meeting Goals**

The **goals** of the DIG meetings are:

- 1) Review and provide feedback on existing C-ID course descriptors.
- 2) Review (and modify, if necessary) CSU LDTP course descriptors, which will be incorporated into C-ID.
- 3) Determine, and develop, additional descriptors as needed.
- 4) Time permitting, the discipline groups will discuss the composition of the major/area of emphasis component of CCC degrees. As it is presumed that SB 1440 will pass, there will be a need to identify the courses that would compose a CCC degree in order to best prepare a student for the major at any CSU and, hopefully, any UCs that offer a comparable major.

The meeting agenda is attached to this message for your reference. **Please distribute this message to any faculty in the following disciplines who you think may be interested in**

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**participating:** 1) Psychology, 2) Biology, 3) Chemistry, 4) Math, 5) Criminal Justice, 6) Physics, 7) Art History, 8) Geology, 9) History, 10) Kinesiology, 11) Theater

### **Registration**

Registration is open to any faculty in the disciplines listed above from the CCC, CSU, and UC who are willing to attend.

**To register for one of the meetings, please send an email to [katey@asccc.org](mailto:katey@asccc.org) with the following information:**

- Name, discipline, phone number, email address, and mailing address
- Indicate which meeting you would like to attend (Oct. 7<sup>th</sup> in Sacramento or Oct. 8<sup>th</sup> in Orange County)
- Indicate if you have any special dietary needs.

After you register, you will receive additional information and updates via email. A folder will be mailed to you prior to the meeting with important materials – please review the information before the meeting.

#### **Additional travel and logistical notes**

We have planned for one meeting in the north and one in the south to accommodate more faculty and to reduce travel time as much as possible. Registration for both meetings will begin at 9:30 a.m., the meeting will begin at 9:45 a.m., and the meeting will adjourn at 5:00 p.m. **A continental breakfast and lunch will be provided and parking will be hosted.** Due to a limited budget to convene these meetings, C-ID is not able to provide hotel accommodations the night before the meetings; however, hotel accommodations may be provided for those traveling more than 130 miles round trip or 2.5 hours in one direction, at the discretion of C-ID management. **Per diem mileage reimbursement and dinner reimbursement will not be available for these meetings. By registering for the meetings, you are acknowledging these terms.**

#### **Contact**

If you have any questions regarding the DIG meetings, please feel free to contact C-ID staff at [katey@asccc.org](mailto:katey@asccc.org), or Michelle Pilati, the C-ID Faculty Coordinator at [mpilati@riohondo.edu](mailto:mpilati@riohondo.edu)

Best Regards,

**Katey Lewis**

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