

COLLEGE OF THE CANYONS

Academic Senate Agenda

February 24, 2011

3:00 – 4:30 p.m. BONH 330

I. Routine Matters

1. Call to order
2. Approval of Academic Senate Meeting Minutes for February 10, 2011 (p.2-6)
3. Report of Officers
4. Report of Standing Committees
  - Report of Curriculum Committee Meeting December 6, 2010 (p.7-9)
  - Report of SLO Committee

II. Unfinished Business

5. Discontinuance of Program
6. Proctoring Exams for Students in Online Classes
7. Senate Proposal for Board Policy Revision: BP 536 Academic Standards
8. Senate Proposal for NEW Board Policy: Graduation

III. Discussion Items

9. International Baccalaureate Credit Policy Proposal (p.10)
10. Academic Senate Constitution: Proposed Revisions (p.11-16 w. changes/17-21 clean)

IV. Action items

11. Joint Resolution (See attached pdf)
12. Minor Change in Procedures for Merging/Splitting Departments and Programs (p.22-23)
13. Discipline Assignments (p.24-28)

V. Announcements

12. Hands Across California – April 17, 2011

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be **March 10, 2011**

*As always everyone is welcomed*

## Minutes of Academic Senate Meeting February 10, 2011

Attendance: Edel Alonso, David Andrus, Michelle LaBrie, Michael Sherry, Lee Hilliard, Rebecca Eikey, Joan Jacobson, Mark Daybell, Pamela Borrelli, Ann Lowe, Isao Uesugi, Omar Torres, Raweena Gill, Sarah Burns, Lea Templer, Ruth Rassol, Jennifer Brezina, Jose Martin, Wendy Brill, Lisa Helfrich, Regina Blasberg, Deanna Riveira, Mojdeh Mahn, Chris Blakey, Chelley Maple and Jasmine Ruys

### **I. Routine Matters**

1. Call to order: Edel Alonso called the meeting to order at 3:07 p.m. and welcomed everyone to the Senate meeting.

2. The minutes of December 9, 2010 were approved. Edel asked the Senators that if they found any grammatical or spelling errors to please her and Lita know after the meeting.

### 3. Report of Officers

- Report of Senate President, Edel Alonso;

Budget: The Senate President noted that the funds garnered from the fundraising efforts at Chili's Restaurant only garnered a total of \$170.00. The check has already been received and deposited. Edel explained expenditures so far in 2010-2011 and projected Senate expenses through the end of June if Senate members are sent to state Senate sponsored conferences and the plenary session. Edel also reported that the administration has given some assurances that the Senate's allocated budget for 2011-2012 will be the same as this year's. Edel has proposed the Senate complete a program review next year if this action will ensure the same annual funding level. Jennifer Brezina offered the possibility of another funding source to send the SLO Coordinator to the state Senate's SLO conference. Jennifer will check into this and get back to the Senate. There was some question as to whether the District pays for a sub for faculty attending conferences.

Senate Retreat: It was reported that fifteen people who were at the retreat during FLEX week. Edel showed the revised Senate website, explained achievement in fall 2010, and solicited input for Senate goals for 2011-2012.

Senate Newsletter: Edel has been working on a newsletter for the Senate. She brought the draft to the Senate, which was passed around for everyone to see. David will look it over and once that done Edel will have it published. There are articles on the following topics:

- 10+1 Senate Responsibilities
- What projects warrant FLEX credit
- Senate constitution revisions and upcoming election to ratify

- New Board Policy Committee
- Link to local and state Senate websites
- SB1440 and Transfer Model Curriculum
- Changes to Title 5 on Pre-Requisites
- Opinion on LAO recommendations on enrollment management strategies
  - Limit state funding to 100 units per student
  - Not to fund repeated activity classes
  - Priority would go to freshman right out of school.

Joint resolution: Edel reported that there was a discussion initiated by Dr. Van Hook to develop a joint resolution between Board of Trustees and the Senate in response to these resolutions and the state of the budget and its effect on community colleges.

- Report of Senate Vice President

Policy Review Committee will be meeting on Monday, February 14, 2011 and thereafter every Monday for regular weekly meetings. They will be bringing policies referred to the Committee by the Senate back to the Senate for review and final approval.

#### 4. Report of Standing and/or Special Committees/Task Forces

- Curriculum Committee: Committee Chair, Ann Lowe, gave an update on SB 1440 and distributed FAQs:
  1. The key provision of the bill specifies the composition of new associate degrees for transfer to CSU's. It also requires the CSU's to accept students with these degrees.
    - a. Student must complete 60 semester units (90 quarter) that are eligible for transfer to CSU. Degrees may not have more than 60 transferrable units.
    - b. These units include IGETC or CSU Breath and at least 18 units in a major or area of emphasis.
    - c. A community college district shall not impose any local curriculum requirements in addition to the requirements above. However, remedial noncollegiate level coursework shall not be counted as part of the 60 units given that they are not transferrable.
    - d. If a student completes an associate degree for transfer with a minimum GPA of 2.0, the CSU "shall guarantee admission with junior status." Admission does not guarantee admission for a specific major or campus. The local CSU must grant priority into the major or related major.

- e. The CSU may not require students to exceed more than 60 upper division units at the CSU for majors requiring 120 units total. Additionally, students cannot be required to repeat courses that are similar to those taken at the community college and counted toward the associate degree for transfer.

- f. At least 2 AA-T/AS-T degrees must be in the catalog by Fall 2011

2. What is the plan for implementation?

- a. The Academic Senate for California Community Colleges is coordinating a unified response to the law in the form of transfer model curriculum (TMC) major.
- c. TMC's will be vetted via the C-ID website
- d. Currently there are 3 TMC's approved: Psychology, Sociology and Communications. The second group coming in March will be Criminal Justice, Kinesiology, and Math

3. What will happen to existing degrees and traditionally high unit degrees?

- a. Title 5 requirements for regular AA/AS degrees remain intact
- b. The process to handle high unit degrees in science and CTE has not been developed.

4. What are the benefits for students?

- a. They receive an associate degree and complete transfer requirements at the same time.
- b. They get priority for transfer.
- c. They can complete degrees more efficiently and economically.

- A Report from ASG Representative was interjected here:

Ravenna Gill reported that ASG will hold advocacy activities next week in response to proposed state budget cuts and that ASG is interested in the Hands Across California event scheduled for April. Senate President added that the state Senate is promoting this event and that there will be more information coming to the Senate. The purpose of Hands Across California is twofold: 1) A media event to bring attention to California Community Colleges; 2) Raise funds for an endowment that funds scholarships for California Community College students. The Osher Foundation has offered to donate \$0.50 for every \$1.00 raised.

## II. Unfinished Business

The Senate was reminded that the following items remain unresolved:

- Discontinued of Program
- Proctoring Exams for Students in Online Classes
- Senate proposal for Board Policy Revision: BP 536 Academic Standards
- Senate Proposal for NEW Policy: Graduation

## III. Discussion Items

### Board Policy 5902: Academic Renewal

This policy was brought to the Senate by the Student Services Division Senator and referred to the Board Policy Committee for review.

### Academic Senate Constitution

Vice-President David made changes that were requested by the Senate at the last Senate meeting. He would like input from all Divisions so Senators were directed to bring a copy to the next scheduled Division meetings for discussion and faculty input. A clean copy was requested at the last Senate meeting and that was sent out a couple of hours before our meeting today. An election to ratify the Constitution will be held this spring semester. Volunteers among the Senators were solicited for the Elections Committee.

A question was asked whether we would have an election for At-large Senators before the constitution is approved. Are we going to have two elections one for Constitution and one for at large representatives? Do we want to break down the constitution or vote on the whole? There appeared to be consensus on voting on the constitution as a whole. Discussion took place regarding setting up polling places at both campuses for the election as well as considering electronic voting. It was requested that a copy of the constitution with proposed revisions be posted on the Senate webpage in PDF form for easy access. Edel said she would do that.

## IV. Action Items (None)

## V. Announcements

- The Academic Senate meeting for **April 14, 2011 will be held in CCC at 3:30 in Room 403**. Please note time change for meeting. This will give everyone a chance to get to the campus.
- An announcement was made at the Board meeting for February 9, 2011 that there will be 30 more late-start class sections added to the spring 2011 schedule of classes. Edel sent an

email before the meeting notifying department chairs of this. There will also be an addition of sections to the summer 2011 schedule of class offerings. The ASG student representative informed the Senate that ASG has expressed an interest in funding a class for this summer.

- The Admissions Director announced that faculty could view the XCER screen in DATATEL to see the wait list is for classes.
- Senate President announced that the following list of committees and members are now available on the Senate website: Senate Committees, Collegial Consultation Committees, and College Committees. Senators were asked to take copies of the lists to their next Division meetings for faculty to make corrections and to bring the corrected copies back to the Senate President so Edel can correct the online copies.
- Chris Blakey announced that the Board of Trustees may hold office hours and encouraged faculty to communicate with Board members.
- Enrollment Management meets in PDR2 the first Wednesday of every month at 3:00. .

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

## CURRICULUM COMMITTEE SUMMARY

**December 6<sup>th</sup>, 2010**

**1:00 pm – 3:00 pm**

**X-6 Conference Room**

Items on “Consent” were approved as a result of a Technical Review meeting that took place on December 6<sup>th</sup> 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marengo, Anne – Member at Large

### TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
PUBSAF	50AB	Firearms Tactical Shotgun	Change from 0.75 units to 0.50 units per new ISA hour matrix. - Approved	R. Theule

### MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
ECE	110	Introduction to Early Childhood Education	<b>Revised SLO's (3).</b> Added objectives, expanded content, Updated text. - <b>Approved</b>	C. Stephens
ECE	125	Child, Family, and Community	Revised descriptions, <b>Revised SLO's (3).</b> Added objectives, expanded content, Updated text. - <b>Approved</b>	C. Stephens
GEOG	101	Physical Geography	Interdisciplinary Studies added to discipline. Revised descriptions, <b>Revised SLO's (2).</b> Revised content, updated text. - <b>Approved</b>	M. Bates
LMTECH	102	Reference Skills and Services	Revised descriptions. <b>Revised SLO.</b> Added objectives, revised content, updated text. - <b>Approved</b>	I. Uesugi
SIGN	103	American Sign Language III	<b>Revised SLO,</b> added objectives. - <b>Approved</b>	D. Gear
SIGN	104	American Sign Language IV	<b><u>Changed SAM Code from E to D.</u></b> <b>Revised SLO,</b> added objectives. - <b>Approved</b>	D. Gear
SPAN	101	Elementary Spanish I	Updated text. - <b>Approved</b>	C. Acosta
SPAN	102	Elementary Spanish II	Updated text. – <b>Approved</b>	C. Acosta
THEATR	190A	New Plays Workshops & Productions	<b>Changed to 1.5-4 variable units, revised SLO's (3).</b> Revised objectives, revised content. – <b>Approved</b>	P. Wickline
THEATR	190B	Classical Theater Production	<b>Changed to 1.5-4 variable units, revised SLO's (2).</b> Revised objectives, revised content. <b>Added Audition prerequisite.</b>	P. Wickline
THEATR	193	Summer Theater Workshop	Revised descriptions. <b>Added Audition prerequisite.</b> – <b>Approved</b>	P. Wickline



**NEW ISA COURSES on Consent:**

Subject	#	Title	Description of action	Author
PUBSAF	20AS	Radio Car Procedures for First Responders	.5 units, 8 hours lecture. Class size 20, unlimited repeats. <b>Added SLO's (2). Added POST Prerequisite. - Approved</b>	S. McLean

**NEW PREREQUISITES:**

Subject	#	Title	Enrollment Limitation	Author
PUBSAF	20AS	Radio Car Procedures for First Responders	<b>Added POST Prerequisite. - Approved</b>	S. McLean
THEATR	190B	Classical Theater Production	<b>Added Audition prerequisite. - Approved</b>	P. Wickline
THEATR	193	Summer Theater Workshop	<b>Added Audition prerequisite. - Approved</b>	P. Wickline

New Courses Includes ISA's	1	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	-0-
Modified Courses	11	New SLO's	2	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	16	Proposals Reviewed in Technical Review Session	24
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	2

### COC – IB Credit Policy Proposal

<b>IB Examination</b>	<b>IB Score</b>	<b>COC Unit Credit</b>	<b>COC Associate Degree GE ###</b>	<b>CSU GE #</b>	<b>IGETC##</b>
Biology HL	5, 6, 7	6	Natural Science 3 units	Area B-2 3 units	Area 5B (without lab) 3 units
Chemistry HL	5,6,7	6	Natural Science 3 units	Area B-1 3 units	Area 5B (without lab) 3 units
Economics HL	5, 6, 7	6	Social and Behavioral Science 3 units	Area D-2 3 units	Area 4B 3 units
Geography HL	5,6,7	6	Social and Behavioral Science 3 units	Area D-5 3 units	Area 4E 3 units
History (any region) HL	5,6,7	6	Social and Behavioral Science or Humanities 3 units	Area C-2 OR D-6 3 units	Area 3B OR 4F 3 units
Language A1 (any language except English) HL	4,5,6,7	6	Humanities 3 units	Area C-2 3 units	Area 3B and 6A 3 units (Min. score must be 5)
Language A2 (any language except English) HL	4,5,6,7	6	Humanities 3 units	Area C-2 3 units	Area 3B 3 units (Minimum score must be 5)
Language B (any language except English) HL	4,5,6,7	6	Humanities 3 units	None	Area 6A (Minimum score must be 5) 3 units
Mathematics HL	4,5,6,7	6	Language and Rationality: Communication & Analytical Thinking;3 units & Math Competency	Area B-4 3 units	Area 2A 3 units (Minimum score must be 5)
Physics HL	5,6,7	6	Natural Science 3 units	Area B-1 3 units	Area 5A (without lab) 3 units
Psychology HL	5,6,7	3	Social and Behavioral Sciences 3 units	Area D-9 3 units	Area 4I 3 units
Theater HL	4,5,6,7	6	Humanities 3 units	Area C-1 3 units	Area 3A 3 units (Min score must be 5)

For additional information, see [www.ibo.org/diploma/assessment/subjectoutlines/](http://www.ibo.org/diploma/assessment/subjectoutlines/) and <http://www.ibo.org/diploma/recognition/guide/index.cfm> and [http://en.wikibooks.org/wiki/International\\_Baccalaureate](http://en.wikibooks.org/wiki/International_Baccalaureate) .

# From the May 10, 2010 CSU Memorandum on System-wide Credit for External Examinations

## From the June 4, 2009 IGETC Policy 1.1 and 2010 IGETC Policy Version 1.2

### From the CCC International Baccalaureate Test Equivalency List- ASCCC Fall 2010 Resolution 09.05.

## COLLEGE OF THE CANYONS ACADEMIC SENATE CONSTITUTION (DRAFT with Changes)

### PREAMBLE

**We, the faculty of College of the Canyons, do hereby establish this Constitution to represent the faculty in academic and professional matters and to enable the collegial process of shared governance.**

### ARTICLE I – NAME

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

### ARTICLE II – PURPOSE

Section 1 – **In accordance with Title V, the purpose of** the Academic Senate, as the representative **body** of the Faculty, shall to the Administration of the College and to governing Board of Trustees with respect to academic and professional matters. **be to** make recommendations, **promote and participate in the formation and implementation of policies on academic and professional matters and to support faculty, students, administration and the Board of Trustees in that endeavor.**

### 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:

- A.** President
- B.** Vice President
- C.** **Three** Adjunct Faculty Representatives
- D.** The Immediate Past-**Academic Senate** President
- E.** One Division Representative from each Division
- F.** 1 at large representative per every 40 tenured/tenure track faculty member **and–**
- G.** **Faculty Chair of the Curriculum Committee (Ex Officio).**

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

- ~~**A.** **The Assistant Superintendent Vice President of Instruction and Student Services,**~~
- A.** Chief Instructional Officer (CIO)
- B.** Vice President of Student Services
- C.** The COC Faculty Association President or **designee**
- D.** **The COC Adjunct Association President or Designee**
- E.** The Student Senator of Academic Affairs **Associated Student Government.**

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 a ***two***-year term. No restrictions shall exist in the number of terms served. The elections shall be conducted in the respective divisions ***during the 4<sup>th</sup> week of the ~~early in the~~ Spring Semester.***
- C. ***The At-Large Senators will be elected by a plurality of the tenured and ~~contract~~ tenure track faculty. They will be elected for a TWO-year term. No restrictions shall exist in the number of terms served. The elections will be conducted no later than the 8<sup>th</sup> week of the Spring semester.***
- D. DIVISION REPRESENTATIVES AND AT-LARGE SENATORS WILL HAVE STAGGERED TERMS FROM ONE ANOTHER. UPON RATIFICATION AND ENACTMENT OF THIS CLAUSE AT-LARGE SENATORS WILL BEGIN SERVING TWO YEAR TERMS IN FALL, 2011 IN ORDER TO INITIATE THE STAGGERING SEQUENCE.
- E. The Adjunct Senators will be elected as early as possible in the beginning of ***each*** Fall Semester. ***Adjunct Senators will be elected by a plurality of adjunct faculty maintaining employment as adjunct faculty during the Fall Semester.*** The Adjunct Senator will serve a ***ONE YEAR*** 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 **UNTIL THE NEXT REGULARLY SCHEDULED ELECTION.**  
  
***[Former Sub-section E amended and moved to Article VII(A).]***
- F. ***In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.***
- G. ***The results of all elections must be confirmed by the full Senate.***

**(Former Section 7 was improperly numbered and should have read, "Section 5". It has been amended and moved to Article VI, Section 3.)**

Section 8 **Section 5** – 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~~ **PLURALITY** vote of the Senators.
- B. Vacancies in the office of Division Senator shall be filled **by a majority PLURALITY vote** in a manner prescribed by the Division **of tenured and tenure track faculty** from which that Senator was elected **in a manner prescribed by the Senate.**
- C. **Vacancies in the office of At Large Senator shall be filled by a majority PLURALITY vote of tenured and tenure track faculty in a manner prescribed by the Senate.**
- D. **Vacancies in the office of Adjunct Senator shall be filled by a majority PLURALITY vote of adjunct faculty in a manner prescribed by the Senate.**
- E. 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.
- F. Recall of ~~a~~ Division Representative ~~Senator~~ 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 **from that division** is required to recall the Division Representative **Senator** from office.
- ~~G. Recall of an At Large Senator may be initiated by 40% of tenured and tenure track faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the At Large Senator from office.~~
- G. **Recall of an Adjunct Senator may be initiated by 40% of adjunct faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those adjunct faculty voting is required to recall the Adjunct Senator from office.**

## 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 Faculty Curriculum Committee chair will be appointed by the President and subject to confirmation by a majority of the Senate.**

**Section 3 – ~~The Faculty Curriculum Committee Chair shall serve for two years, or until his/her successor is appointed.~~ THE FACULTY CHAIR OF THE CURRICULUM COMMITTEE SHALL SERVE A TWO YEAR TERM, SUBJECT TO RECONFIRMATION BY A MAJORITY VOTE OF THE ACADEMIC SENATE EVERY TWO YEARS DURING THE SPRING SEMESTER.**

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

- A. Faculty Chair of the Curriculum Committee**
- B. 1 representative from each division**
- C. 3 At-Large Faculty Representatives**
- D. Adjunct Representative**
- E. Chief Instructional Officer, or designee from the Office of Instruction.**

**E.1 – THE CHIEF INSTRUCTIONAL OFFICER, OR DESIGNEE FROM THE OFFICE OF INSTRUCTION MAY SERVE AS ADMINISTRATIVE CO-CHAIR OF THE CURRICULUM COMMITTEE.**

**E.2 - EVERY TWO YEARS DURING THE SPRING SEMESTER THE CHIEF INSTRUCTIONAL OFFICER WILL CONFER WITH THE SENATE AS TO THE STATUS AND PERFORMANCE OF THE ADMINISTRATIVE CO-CHAIR.**

**E.3 – THE FACULTY CHAIR AND ADMINISTRATIVE CO-CHAIR OF THE CURRICULUM COMMITTEE WILL EXERCISE THEIR VOTING RIGHTS ON THAT COMMITTEE ONLY IN THE EVENT OF A TIE VOTE OF OTHER VOTING MEMBERS.**

**~~Section 4~~ Section 5 – 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. Director of Admissions and Records**

- F. **Articulation Officer**
- G. **~~Distance Learning Coordinator.~~**

~~Section 5~~ **Section 6** – ***The operating procedures and, or bylaws, of the Curriculum Committee, as well as the other sub-committees of the Academic Senate, as well as a listing of ex-officio, non-voting members of the Curriculum Committee, shall be approved by a majority of the Academic Senate.***

#### ARTICLE IV **V** – 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 **and update** the Senate, ~~at its next meeting,~~ **each semester**, 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.

#### ARTICLE V ~~V~~ **VI** – 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.

Section 3 – Any Senator unable to attend a meeting shall **may** select an alternate and notify the **upon notification to 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~~ **who anticipates their nonattendance at a Senate meeting,** that person shall **may** select an alternate from his/her respective Division.
- D. **Alternate Senators serving in place of voting members of the Senate will maintain voting privileges.**

- E. In the absence of a voting member of the Senate where no Alternate Senator is designated, those absent voting members may provide their proxy vote to the President or presiding officer in advance of the meeting.**

#### ARTICLE VI **VII** – 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.

- A. **The presence of** the immediate Past-President ~~may serve as a voting member of the Academic Senate, but his/her presence is not required for a quorum.~~

#### ARTICLE VII **VIII** – AMENDMENTS

**This Constitution** may be amended **by a majority two-thirds vote of a quorum of the Senate and ratified** by a **majority** vote of the tenured/tenure track faculty.

#### ARTICLE VIII **IX** – 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 – AMENDMENTS TO THE CONSTITUTION SHALL BE EFFECTIVE UPON CONFIRMATION OF ELECTION RESULTS BY THE ACADEMIC SENATE.**

**(FORMERLY SECTION 2)** Section 3 – 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**

Amended Proposal submitted, Fall 2010

X  
X  
X  
X  
X



## **COLLEGE OF THE CANYONS ACADEMIC SENATE CONSTITUTION (CLEAN COPY DRAFT)**

### **PREAMBLE**

We, the faculty of College of the Canyons, do hereby establish this Constitution to represent the faculty in academic and professional matters and to enable the collegial process of shared governance.

### **ARTICLE I – NAME**

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

### **ARTICLE II – PURPOSE**

Section 1 – In accordance with Title V, the purpose of the Academic Senate, as the representative body of the Faculty, shall be to recommend, promote and participate in the formation and implementation of policies on academic and professional matters and to support faculty, students, administration, and the Board of Trustees in that endeavor.

### **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:

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- B. Vice President
- C. Three Adjunct Faculty Representatives
- D. The Immediate Past-Academic Senate President
- E. One Division Representative from each Division
- F. 1 at large representative per every 40 tenured/tenure track faculty member
- G. Faculty Chair of the Curriculum Committee (Ex Officio).

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

- A. Chief Instructional Officer (CIO)
- B. Vice President of Student Services
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- B. The Division Representatives shall be elected by a plurality of their respective divisions. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. The elections shall be conducted in the respective divisions during the 4<sup>th</sup> week of the Spring Semester.
- C. The At-Large Senators will be elected by a plurality of the tenured and tenure track faculty. They will be elected for a TWO-year term. No restrictions shall exist in the number of terms served. The elections will be conducted no later than the 8<sup>th</sup> week of the Spring semester.
- D. Division Representatives and At-Large Senators will have staggered terms from one another. Upon ratification and enactment of this clause, At-Large Senators will begin serving two year terms in the Fall, of 2011 in order to initiate the staggering process.
- E. Adjunct Senators will be elected as early as possible in the beginning of each Fall Semester. Adjunct Senators will be elected by a plurality of adjunct faculty maintaining employment as adjunct faculty during the Fall Semester. The Adjunct Senator will serve a one year term. 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 until the next regularly scheduled election.
- F. In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.
- G. The results of all elections must be confirmed by the Senate.

Section 5 – 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 shall be filled in the manner prescribed by a plurality vote of the Senators.
- B. Vacancies in the office of Division Senator shall be filled by a plurality vote of tenured and tenure track faculty from which that Senator was elected in a manner prescribed by the Senate.

- C. Vacancies in the office of At Large Senator shall be filled by a plurality vote of tenured and tenure track faculty in a manner prescribed by the Senate.
- D. Vacancies in the office of Adjunct Senator shall be filled by a plurality vote of adjunct faculty in a manner prescribed by the Senate.
- E. 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.
- F. Recall of a Division Senator 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 from that division is required to recall the Division Senator from office.
- H. Recall of an Adjunct Senator may be initiated by 40% of adjunct faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those adjunct faculty voting is required to recall the Adjunct Senator from office.

#### **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.

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

Section 3 – The Faculty Chair of the Curriculum Committee shall serve a two year term, subject to reconfirmation by a majority vote of the Academic Senate every two years during the Spring semester.

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

- A. Faculty Chair of the Curriculum Committee
- B. 1 representative from each division
- C. 3 At-Large Faculty Representatives
- D. Adjunct Representative
- E. Chief Instructional Officer, or designee from the Office of Instruction.

E.1 – The Chief Instructional Officer, or designee from the Office of Instruction may serve as Administrative Co-Chair of the Curriculum Committee.

E.2 – Every two years during the Spring Semester the Chief Instructional Officer will confer with the Senate as to the status and performance of the Administrative Co-Chair.

E.3 – The Faculty Chair and Administrative Co-Chair of the Curriculum Committee will exercise their voting rights on that Committee only in the event of a tie vote of other voting members.

Section 5 – 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. Director of Admissions and Records
- F. Articulation Officer

Section 6 – The operating procedures and, or bylaws, of the Curriculum Committee, as well as the other sub-committees of the Academic Senate, shall be approved by a majority of the Academic Senate.

## **ARTICLE V – 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 and update the Senate, each semester, 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.

## **ARTICLE VI – 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.

Section 3 – Any Senator unable to attend a meeting may select an alternate upon notification to 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. A Division Senator who anticipates their nonattendance at a Senate meeting, may select an alternate from his/her respective Division.
- D. Alternate Senators serving in place of voting members of the Senate will maintain voting privileges.
- E. In the absence of a voting member of the Senate where no Alternate Senator is designated, those absent voting members may provide their proxy vote to the President or presiding officer in advance of the meeting.

## **ARTICLE VII – 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.

- A. The presence of the immediate Past-President is not required for a quorum.

## **ARTICLE VIII – AMENDMENTS**

This Constitution may be amended by a two-thirds vote of a quorum of the Senate and ratified by a majority vote of the tenured/tenure track faculty.

## **ARTICLE IX – 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 – Amendments to the Constitution shall be effective upon confirmation of election results by the Academic Senate.

Section 3 – 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

Amended Proposal submitted, Fall 2010

X  
X  
X  
X

## **PROCEDURES FOR MERGING/SPLITTING**

### **DEPARTMENTS AND PROGRAMS**

1. Formal written proposals to merge or split an academic department or educational program, merge an academic department or educational program, change an academic department or educational program's name or to relocate an existing course to a different department, division, educational 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 "educational program", hereinafter referred to as "program", is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.
  - b. For purposes of this policy an "academic department" hereinafter referred to as "department", is an organizational structure composed of one or more related disciplines.
  - c. An "unaffiliated course" is an academic course that does not fall under the control or categorization of any existing department.
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:
  - a. The Senate will appoint at least two faculty members from each department or 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 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. If no faculty members are directly impacted, the committee will be composed of two faculty members from outside the department or educational program as well as the CIO designee.
  - b. 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.
  - c. The committee may add additional, non-voting resource members, as it deems necessary.
  - d. For proposals involving renaming of departments the Senate will determine if a separate ad hoc committee is 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.

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. 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?
- 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) 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 have been resolved.

**Upon concluding the above conditions have been met, the CIO will notify the President of the Academic Senate that he or she is granting final administrative approval of the proposal. The President of the Academic Senate will then request final approval from the Senate.**

- 6. Unless a specific implementation date is detailed in the approval process, final implementation will take place at the start of the next academic year.
  - e. If the proposal results in substantive alterations to curriculum or student expectations, the merger, split or renaming must be approved and completed by the print deadline for the coming academic year college catalogue.
- 7. This procedure is considered as one of the “other academic and professional matters” describe in Board Policy on Faculty Involvement in Governance (BP #7215). It is an area where the Senate and the District will reach mutual agreement.

# HUMAN RESOURCES OFFICE

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**DATE:** February 14, 2011  
**TO:** Dr. Edel Alonso/Academic Senate President  
**CC:** Sherrill Pennington, Chair, Disciplines Committee  
Omar Torres, Division Dean, Mathematics, Sciences & Engineering  
Kristin Houser, Dean, Career Technical Education  
Christina Chung, Senior Human Resources Generalist  
**FROM:** Julianna D. Mosier, Senior Human Resources Generalist (Ext. 3559)  
**SUBJECT:** Revised Minimum Qualifications and Equivalency Determination – Nanotechnology

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The Human Resources office was asked by the Mathematics, Sciences & Engineering Division and the CTE Division to submit the following minimum qualification and equivalency information for the discipline of **Nanotechnology** to the Academic Senate for review.

Per the Chancellor's Office, since the discipline is not currently covered in the Minimum Qualifications disciplines list, the District will need to establish an equivalency. The Divisions would like to request that the following minimum qualifications be approved for Nanotechnology:

Master's degree in any biological science, chemistry, any field of engineering or physics.

The Divisions would like to request that the following equivalency be accepted for Nanotechnology:

Equivalency #3 - Bachelor's degree **in the** discipline of the assignment, **plus** at least 12 units of graduate work completed **in the** discipline of the assignment as part of enrollment in a master's program.

If you have any questions, please feel free to contact me at ext. 3559.



# HUMAN RESOURCES OFFICE

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Date: February 3, 2011  
 To: Dr. Edel Alonso  
 President, Academic Senate  
 From: Julianna D. Mosier  
 Sr. Human Resources Generalist  
 Subject: Discipline Assignment – Hanzel Salva Cruz

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The following information is provided for discipline assignment:

## **Ms. Hanzel Salva Cruz**

Ms. Salva Cruz has been hired as the Director, Medical Laboratory Technologies, effective start date January 28, 2011. The following are the requirements for a Director of a Medical Laboratory Technology program:

- **Holds a nationally recognized generalist applicable certificate (licensed CLS or MLT)**
- **Master's or doctoral degree**
- **Has three years of experience in clinical laboratory science education that includes:**
  - **Teaching courses;**
  - **Conducting and managing learning experiences;**
  - **Evaluating student achievement;**
  - **Providing input into curriculum development;**
  - **Policy and procedure formulation;**
  - **Evaluation of program effectiveness;**
  - **Knowledge of education methods and administration; and**
  - **Current accreditation and certification procedures.**

The following is provided for discipline assignment.

- **California Licensed CLS valid through 3/30/2012**
- **Master of Education, Bachelor of Science in Medical Technology – University of Negros Occidental (The Philippines)**
- **17+ years teaching clinical laboratory science at University of Negros Occidental – Recoletos, La Consolacion College and College of the Canyons**

Therefore, it would appear that Ms. Salva Cruz qualifies for the discipline(s) of:

- **Medical Laboratory Technologies.**

cc: Lita Wangen

# HUMAN RESOURCES OFFICE

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Date: December 10, 2010  
To: Dr. Edel Alonso  
President, Academic Senate  
Sherrill Pennington  
History Professor, Chair, Disciplines Committee  
From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Additional Discipline Assignment – Jeannie Chari

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Jeannie Chari has been already been qualified for the discipline(s) of Biology and Health. Jeannie would like her qualifications reviewed for Environmental Science/Studies.

The minimum qualifications for Environmental Science/Studies are:

Master's in ecology, environmental science, or environmental studies OR Bachelor's in any of the above AND Master's in any biological science, geomorphology, geology, geophysics, earth science, meteorology, oceanography OR the equivalent.

The following is provided for discipline assignment.

- **M.S. Biology, CSUN**
- **B. S. Biology and Geography-Ecosystems, UCLA**

Attached is a letter from Jeannie's graduate advisor at CSUN who is the Chair of Biology, indicating that Jeannie's M.S. in Biology is equivalent to a M.S. in Ecology which is not offered separately at CSUN. I have also attached copies of Jeannie's transcripts for your reference.

**Please advise if Jeannie meets the minimum qualifications for:**

- **Environmental Science/Studies**

cc: Lita Wangen

# HUMAN RESOURCES OFFICE

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Date: December 14, 2010

To: Dr. Edel Alonzo  
President, Academic Senate

From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Discipline Assignment – Dora Lozano

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The following information is provided for discipline assignment:

**Ms. Dora Lozano**

Ms. Lozano has been hired as an EOPS/CARE Counselor, effective start date January 3, 2011.

The following is provided for discipline assignment.

- **M.S., Educational Counseling, University of LaVerne**
- **9+ units of college course work predominantly relating to ethnic minorities of persons handicapped by language, social or economic disadvantages**
- **2+ years occupational experience in work relating to ethnic minorities or persons handicapped by language social or economic disadvantages.**

Additionally, with her M.S. in Educational Counseling, Ms. Lozano qualifies for the discipline of Counseling.

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

- **EOPS**
- **Counseling**

cc: Lita Wangen

# HUMAN RESOURCES OFFICE

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Date: January 4, 2011  
 To: Dr. Edel Alonso  
 President, Academic Senate  
 Sherrill Pennington  
 History Professor, Chair, Disciplines Committee  
 From: Julianna D. Mosier  
 Sr. Human Resources Generalist  
 Subject: Additional Discipline Assignment – Vincent Devlahovich

Vincent Devlahovich has been already been qualified for the discipline(s) of Earth Science and Geography. Vincent would like his qualifications reviewed for Environmental Science/Studies.

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The minimum qualifications for Environmental Science/Studies are:

Master's in ecology, environmental science, or environmental studies OR Bachelor's in any of the above AND Master's in any biological science, geomorphology, geology, geophysics, earth science, meteorology, oceanography OR the equivalent (equivalencies #1 & #3 are accepted for this discipline).

Vincent would like to qualify under equivalency #1. The following is provided for discipline assignment.

- **M.A. Interdisciplinary Studies, CSUN**
- **B. A. Psychology, University of Utah**

The following units are from CSUN:

BIOL 322	Population Biology	3	Upper Division	Ecology
GEOL 595U	Hydrochemistry	3	Graduate	Environmental Science
BIOL 407 & 407L	Plant Ecology & Lab	3	Upper Division	Ecology
BIOL 492N	Field Study Plant Ecology	1	Upper Division	Ecology
GEOG 404VA	Field Study Geomorphology	1	Upper Division	Environmental Science
BIOL 423	Field Ecology	2	Upper Division	Ecology
BIOL 496ECO	Field Study Field Ecology	2	Upper Division	Ecology
BIOL 524	Tropical Biology	3	Graduate	Ecology
BIOL 699C	Independent Study	3	Graduate	Environmental Science
GEOL 496D	Global Systems	3	Upper Division	Environmental Science

I have attached for your reference a copy Vincent's CSUN transcript as well as a letter from Jim Dole, the former chair of the Biology Department at CSUN that addresses Vincent's work in his Independent Study class (BIOL 699C).

**Please advise if Vincent meets the minimum qualifications under equivalency #1 for: Environmental Science/Studies**

cc: Lita Wangen