

COLLEGE OF THE CANYONS
Academic Senate Agenda
May 12, 2011
3:00 – 4:30 p.m. BONH 330

I. Routine Matters

- Call to Order
- Approval of Academic Senate Meeting Summary for April 28, 2011 (p.2-4)
- Report of Officers
- Report of Committees
 - Curriculum Committee – Ann Lowe (p.5-7)
 - Elections Committee – Lea Templer

II. Unfinished Business

- Proposal for New BP: Discontinuance of Program – in Policy Subcommittee
- Proctoring Exams for Students in Online Classes – pending Library expansion
- Proposal for New BP and Procedures: Associate Degree & Certificates
- Use of TAs –in Policy Committee

III. Discussion Items

- Proposal for Revision of BP: Academic Standards (p.8-10)
- Annual Student Survey – Daylene Meuschke and Barry Gribbons
- Proposal for Revision of Board Policy and NEW Procedures: Counseling Services (p.11- 14)

IV. Action items

- Emeriti designation
 - Pamela Borrelli
 - Daniel Catan
 - Russell Richardson
 - Betty Rose
 - Robert Walker
- Replacement of Senate Representative from Allied Health Division for Pamela Borrelli - Due to Retirement
- SLO Committee Proposed Benchmarks for Proficiency (p.15)

V. Announcements

- **May 26, 2011 Senate Meeting - a Business Meeting with Action Items**
- **Commencement: June 3, 2011 at 8:30AM**

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be **May 26, 2011**
As always, everyone is welcome

Summary of Academic Senate Meeting of April 28, 2011

Attendance: David Andrus, Edel Alonso, Lee Hilliard, Joan Jacobson, Lea Templer, Sarah Burns, Garrett Hooper, Cheri Choate, Michelle LaBrie, Raweena Gill, Alyssa Grasham, Ruth Rassool, Deanna Riveira, Jennifer Brezina, Isao Uesugi, Floyd Moos, Barry Gribbons, Daylene Meuschke, Jose Martin, Connie Perez, Christy Richter, Shane Ramy, Mark Daybell, Michael Sherry, Lisa Helfrich, Pamela Borrelli and Wendy Brill

I. Routine Matters

1. **Call to order:** Edel Alonso called the meeting to order at 3:05 p.m. The Senate summary was approved. If there are any grammatical errors please let Lita know.
2. **Meeting Summary** for the April 28, 2011 Academic Senate meeting was approved.
3. **Report of Officers**

Report of Dr. Edel Alonso, Senate President:

Memorandum: A memo from CCC Chancellor Jack Scott provides a link for public input to the Community College Student Success Task Force composed of educational, business, research and student leaders. The statewide Academic Senate is encouraging faculty to use the link to comment and make the Task Force aware that student success is more than completion and retention.

Budget: The Academic Senate Budget Report outlines expenditures so far, projected expenses, and both current and projected end of year balance.

Statewide Senate Spring Plenary Session: Three new disciplines were approved: two require a Master degree, Classics and Art History and one does not require a Master degree, Military Studies. State Senate has approved these three disciplines. The recommendation for the establishment of these has been forwarded to the Chancellor's Office to be forwarded to the Board of Governors for approval. The statewide Senate entertains new disciplines as part of a two year process in which local Senate can provide input. In addition, Sixty-four resolutions were discussed, debated, and votes taken. Edel sent the resolutions and voting results to all COC faculty upon her return from the session. There was a resolution to support AB 515 and one in opposition and after debate, the resolution to not support was approved. Finally, at the Board Meeting of April 27 there was a presentation on COC's budget in 2011-2012 based on the projected best, worse, and worst case scenarios of the California state budget. This presentation was part of Dr. Van Hook's presentation at this week's all-college meetings.

There was no report from the Senate Vice President, David Andrus.

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

Curriculum Committee: The summary of the April 21 meeting was approved.

Staffing Committee: Wendy Brill, Faculty Co-chair, reported that the committee had made recommendations for staffing that were never filled because they were not funded. The Committee is recommending that the unfilled positions for replacements be filled as they were previously recommended. The committee is asking the respective department for one page of data/rationale. Department representative may attend the Committee's next meeting to answer any questions by the committee. The committee is also recommending that current faculty retiring at the end of this academic year be replaced.

Elections Committee: Lea Templer, Chair, reported that the proposed revised Senate Constitution was ratified and the following at-large Senators for 2011-2012 were elected:

- Jennifer Brezina
- Lee Hilliard
- Michelle La Brie
- Michael Sherry
- Deanna Riveira

II. Unfinished Business

The Senate was reminded that the following items remain unresolved:

- Proposal for New BP: Discontinuance of Program – in Policy Sub Committee
- Proposal for New BP: Associate Degree & Certificates – in Policy Sub Committee
- Proposals for Revision of BPs: 1) Counseling; 2) Academic Standards – in Policy Committee
- Proctoring Exams for Students in Online Classes – pending Library expansion
- SLO Committee Proposed Benchmarks for Proficiency – in SLO Committee

III. Discussion Items

Use of TAs – Edel read to the Senate the response received from the Academic Senate expressing concerns about FERPA and explained that CTA's response had been different stating that it is fine for instructors to use TAs as long as TAs do not assign a grade and correct objective assessments only with answer key provided by faculty. Since both responses do not provide legal references, Edel has asked David to draft a formal request for legal counsel from the Chancellor's Office. The student ASG representative shared that ASG had discussed the issue and felt that there was not a problem as long as there were assurances for confidentiality. The need for a formal policy and procedures was discussed and Cheri Choate volunteered to work with David to draft a proposal. Any other interested faculty should contact David.

Associate Degree and Certificates: Proposed new policy and procedures drafted by Counseling faculty who worked collaboratively with Admissions and Records Director,

Jasmine Ruys, on procedures were submitted to the Senate and referred to the Policy Committee for review.

Program Review: Dr. Barry Gribbons asked for Senate input on the online Program Review format. Some changes for the organization of the tabs were recommended by the Senators. It was also recommended he send a request for input to the Department Chairs with an explanation and have them vote on the changes. He asked if he could go with whatever the vote is and the Senate said yes. Edel offered to draft an Academic Senate Program Review so that there was a formal process to collect Senate goals and objectives for planning purposes and connection to the budget. The Senate Program Review would also provide a formal depository of achievement data from Senate committees.

Counseling Services Policy and Procedures: David reported that the Policy Committee has reached an agreement on proposed changes to the Counseling services policy and new procedures. It will be placed on a Senate agenda as an action item before the end of the semester.

IV. Action Item

Adjunct Representative on Curriculum Committee: The election of Dr. Shane Ramey, adjunct professor for Biological Sciences was approved.

Election Results for the Senate Constitution and incoming at-large Senators were approved.

Academic Renewal Policy and Procedures were approved.

Resignation and Replacement: Rebecca Eikey's resignation as Senate Representative of Math, Science, and Engineering faculty due to maternity leave was accepted and the Elections Committee charged with the matter of the Math, Science, and Engineering Division holding elections for Rebecca's replacement.

V. Announcements

Retiree BBQ is scheduled for May 19th at Cougar Den.

Memorial/Celebration Service for Daniel Catan to be announced.

VI. Adjournment: 4:42 p.m

CURRICULUM COMMITTEE SUMMARY

May 5th, 2011

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on April 26th, 2011:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math & Sciences; Cheng-Levine, Jia-Yi – Humanities; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Jacobson, Joan – Student Services; Lucy, Nicole – Social Science & Business; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Member at Large; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health.
Members absent: Brill, David – Fine & Performing Arts

TECHNICAL CHANGE MEMO on consent:

Subject	#	Title	Description of action	Author
NURSNG	089	Success in Fundamental Nursing	Updated Supplemental Enrollment forms. - Approved	A. Lowe

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
NSCOL	100	Nursing Fundamentals	This nursing option is no longer being offered. - Approved	D. Morey
NSCOL	105	Nursing I	This nursing option is no longer being offered. - Approved	D. Morey
NSCOL	110	Nursing II	This nursing option is no longer being offered. - Approved	D. Morey
NURSNG	052	Introduction to Medical Assisting	Part of Medical Assistant Certificate of Achievement – No longer being offered. - Approved	D. Morey
NURSNG	053	Beginning Medical Assisting	Part of Medical Assistant Certificate of Achievement – No longer being offered. - Approved	D. Morey
NURSNG	054	Intermediate Medical Assisting	Part of Medical Assistant Certificate of Achievement – No longer being offered. - Approved	D. Morey
NURSNG	055	Advanced Medical Assisting	Part of Medical Assistant Certificate of Achievement – No longer being offered. - Approved	D. Morey
NURSNG	080L	Beginning Nursing Laboratory	No longer able to offer this course as it is written. - Approved	D. Morey
NURSNG	082L	Advanced Nursing Laboratory	No longer able to offer this course as it is written. - Approved	D. Morey
NURSNG	098	Special Topics in Healthcare	Course and supplemental topics will no longer be offered. - Approved	D. Morey
NURSNG	145	Advanced Cardiac Dysrhythmias, Recognition and Management	Course has not been offered in a few years. - Approved	D. Morey

DELETED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Human Services – Gerontology Option	Certificate of Achievement	Not currently being offered. - Approved	A. Marenco

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
CULARTS	127	Principles of Baking I	Changed CULARTS-055 from prerequisite to co-requisite. Revised SLO. Revised objectives and expanded on content. - Approved	C. Schwanke
SURV	101	Introduction to Land Surveying	Reduced class size to 24, Added DLA, changed prerequisite to recommended prep , revised descriptions, Revised SLO's (2) , added text. - Approved	R. Blasberg

NEW COURSES:

Subject	#	Title	Description of action	Author
SOLAR	050	Photovoltaic Systems	5 Units, 54 hours lecture, 108 hours lab. Class size 25, not repeatable. Added SLO's (2), added SOLAR-101 as prerequisite. - Approved	K. Houser
SOLAR	052	Solar Thermal Systems	5 Units, 54 hours lecture, 108 hours lab. Class size 25, not repeatable. Added SLO's (2), added SOLAR-101 as prerequisite. - Approved	K. Houser
SOLAR	101	Introduction to Energy Technology	3 Units, 54 hours lecture. Class size 35, not repeatable. Added SLO. - Approved	K. Houser

NEW PROGRAMS

Program	Degree/Certificate	Description of action	Author
Mathematics	A.S. – T. Degree	Added program SLO's (2) , 21 required units. Degree added to comply with SB-1440. - Approved	M. Sherry
Psychology	A.A.- T. Degree	Added program SLO , 18 required units. Degree added to comply with SB-1440. - Approved	D. Riveira
Sociology	A.A.- T. Degree	Added program SLO , 18 required units. Degree added to comply with SB-1440. - Approved	A. Marenco
Solar Energy Technician	Certificate of Specialization	Added program SLO , 13 required units. - Approved	K. Houser

NEW DISTANCE LEARNING ADDENDUMS:

Subject	#	Title	Method of Delivery	Author
SURV	101	Introduction to Land Surveying	100% online, Hybrid. - Approved	R. Blasberg

NEW PREREQUISITES:

Subject	#	Title	Description of action	Author
CULARTS	127	Principles of Baking I	Changed CULARTS-055 from prerequisite to co-requisite. - Approved	C. Schwanke
SOLAR	050	Photovoltaic Systems	Added SOLAR-101 as prerequisite. - Approved	K. Houser
SOLAR	052	Solar Thermal Systems	Added SOLAR-101 as prerequisite. - Approved	K. Houser

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	1
New Programs	4	New DLA's	1	Deleted Courses	11
Modified Courses	2	New SLO's	10	Deleted Programs	1
Modified Programs	-0-	Modified SLO's	2	Proposals Reviewed in Technical Review Session	24
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	3

DRAFT of Proposed Revisions to Academic Standards Policy

BP 5906 Academic Standards

5906.1 Definitions

(A) Units attempted, For probation, subject to dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.

(B) Units enrolled, All units of credit for which the student is enrolled after the first four weeks or 30 percent of the time the class is scheduled to meet, whichever is less, at the College.

(C) Consecutive Semesters. Enrollment in two semesters (fall and spring) or enrollment in one semester, followed by a break, then enrollment in another full semester. Summer sessions and **Winter** intersessions shall not be considered when calculating consecutive semesters.

5906.2 Standards for Academic Probation

Academic Probation. A student at College of the Canyons shall be placed on academic probation if the student has attempted a minimum of 12 graded semester units and the student has a cumulative grade-point average of less than a 2.0.

5906.3 Standards for Progress Probation

Progress Probation. A ~~College~~-student shall be placed on progress probation if the student has enrolled in a total of at least 12 units and the percentage of all units in which a student has enrolled for which entries of W (Withdrawal), I (Incomplete), and ~~NC (No Credit)~~ **NP (No Pass)** are recorded reaches or exceeds fifty percent.

5906.4 Removal from Probation

(1) Academic probation. A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.

(2) Progress probation. A student on progress probation, because of excess units for which entries of W (Withdrawal), I (Incomplete), and ~~NC (No Credit)~~ **NP (No Pass)** are recorded, shall be removed from probation when the percentage of units in this category drops below fifty percent.

5906.5 Standards for Subject to Dismissal

A student shall be subject to dismissal for academic performance after being placed on probation and having earned a cumulative grade-point average of below 2.0 for two consecutive semesters.

A student shall be subject to dismissal for progress after two consecutive semesters of progress probation as defined above.

A registration hold will be in place until the student has met the conditions required for continuance.

5906.6 Standards for Dismissal

A student shall be dismissed under the following conditions:

(1) Academic dismissal: When the student has earned a cumulative grade-point average of less than 2.0 in all units attempted for three consecutive semesters.

(2) Progress dismissal: When the cumulative percentage of units in which the student has been enrolled for which entries of W, I, and ~~NC~~ NP are recorded in three consecutive semesters reaches or exceeds fifty percent.

(3) Students will be dismissed for one semester after the first dismissal and for two semesters after multiple dismissals. A registration hold will be in place until the student has met the requirements for continuance.

5906.7 Exceptions to Dismissal

~~A student who is dismissed may be continued in subject to dismissal status under the following conditions:~~

Each semester that a student meets the conditions stated below, he/she will be continued on subject to dismissal status until the student earns a cumulative GPA of 2.0 in COC coursework and/or until the completion rate of units attempted at COC exceeds 50%”.

(1) Academic: When, in the most recent semester of enrollment, the student enrolled in ~~at least six new units and~~ earned a semester grade-point average of 2.25 or higher.

(2) Progress: When, in the most recent semester, the student completed ~~more than~~ **at least** 75 percent of the units in which the student enrolled.

5906.8 Appeal of Dismissal

A student who has been dismissed and wishes to continue the next semester may: ~~submit a written appeal in compliance with the following College procedures: To appeal a dismissal a student may request an appointment with a counselor (or in the case of~~

~~repeated dismissal, a designated administrator) to review the mitigating circumstances which may have led to the student's dismissal.~~

~~Appeals should be based on the following:~~

- ~~1. Evidence, based on the academic record, that subject to dismissal status does not reflect the student's usual level of performance.~~
- ~~2. Circumstances beyond the control of the student, for example, accident or illness.~~
- ~~3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.~~

~~Continuation may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students are continued in subject to dismissal status in accordance with policy 536.5.~~

- 1. Complete a designated Workshop facilitated by Counseling faculty or,
(Note: A designated Workshop may be completed only once.)**
- 2. File a Dismissal Appeal with the Counseling Office.**

When the designated workshop is completed or the appeal approved, a one-semester extension will be granted. At the end of the extension semester, continuance will be subject to the conditions of 5906.6 or 5906.7 as appropriate.

5906.9 Readmission after Dismissal

A student who has been dismissed **for the first time** may request reinstatement after one semester has elapsed (excluding **S**ummer sessions and **W**inter intersessions). The student ~~shall~~ **must** consult ~~meet~~ with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll. **to sign a Reinstatement Contract.** Students with multiple dismissals may be referred to a designated administrator for a case review. **Students who have been dismissed more than once may request reinstatement after two semesters have elapsed (excluding Summer sessions and Winter intersessions). The student must meet with a counselor to sign a Reinstatement Contract.**

Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned in subject-to-dismissal status in accordance with policy ~~536.5.~~ **5906.7.**

DRAFT of Proposed Revisions to Counseling Policy

Santa Clarita Community College District POLICY MANUAL

POLICY: STUDENT SERVICES
5110 COUNSELING SERVICES

SECTION 5000
DATE ADOPTED

PAGE 1 OF 1

5110 COUNSELING SERVICES

Reference:

Education Code Section 72620 and 72621; Title 5 Section 51018

5110 Counseling Services

The Santa Clarita Community College District College will provide students with the opportunity for educational, vocational, career, and personal social counseling. Upon entering the College, a student who is undecided as to major students will have the opportunity to avail themselves of Counseling services in order to receive assistance meet with a counselor counseling faculty, educational advisors, or staff, who will assist the student in planning an educational program and in making a career choice. Students are encouraged to request counseling for personal-social problems which might interfere with their studies meet with counseling faculty to develop educational and career goals, explore educational options, and develop an educational plan that outlines appropriate courses to reach their educational goals. Professional counseling requires critical evaluation and analysis of the unique characteristics, needs and skill sets of students. To that end, counseling involves facilitating self-awareness, establishing goals, exploring alternative plans of action and possible consequences, considering possible obstacles and how to overcome them, establishing a support network, and evaluating actions.

The Counseling services ~~will be primarily responsible for~~ include:

- 5110.1 ~~Providing guidance in program planning— immediate and long range~~ Academic counseling, in which the student is assisted in assessing academic history, establishing immediate and long-range academic goals, providing a program of intervention strategies for students in academic difficulty, and developing and implementing a student education plan to reach stated goals;
- 5110.2 ~~Administering and interpreting tests and assessing other pertinent information about the student.~~ Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests and provided guidance to explore and plan for career opportunities;
- 5110.3 ~~Counseling students with prior low scholastic achievement and students enrolled in basic skills classes.~~ Personal counseling, in which the student is assisted in developing decision-making and problem-solving strategies to manage personal, family, and social concerns, when that assistance is related to the student's education;
- 5110.4 ~~Counseling on educational, vocational, or personal problems.~~ Coordination and referral to other student services and learning resources which support student academic success, including but not limited to those services

provided in programs for students with special needs, health and wellness, financial assistance programs, tutoring services, and career services.

~~Providing an occupational information service.~~

~~Providing assistance in the securing of employment.~~

~~Providing help in obtaining financial assistance.~~

~~Referrals to other services including Mental Health Services.~~

DRAFT of Proposed NEW Counseling Administrative Procedures

AP 5110 – Counseling

- 5110.1 In accordance with COC BP 5110, counseling faculty provide academic, career, and personal counseling as it relates to the students' education. Professional counseling requires evaluation and analysis of the unique characteristics, needs, and skill sets of students. To that end, counseling involves facilitating self-awareness, establishing goals, exploring alternative plans of action and possible consequences, considering possible obstacles and how to overcome them, establishing a support network, and evaluating actions. Counseling faculty may make referrals to specialized mental and health professionals as necessary.
- 5110.2 Counseling services are available to all students on a voluntary basis. Students are required to meet with Counseling faculty under the following conditions:
- 5110.2a All first-time students who are not exempted from the matriculation process
 - 5110.2b Students on substandard academic and/or progress standing.
 - 5110.2c Students who have petitioned for readmission after academic or progress dismissal.
 - 5110.2d Students who are not making satisfactory progress in addressing basic skills deficiencies.
- 5110.3 Counseling faculty deliver Counseling services in the following modalities:
- 5110.3a Private Counseling appointments
 - 5110.3b Counseling courses
 - 5110.3c Counseling group workshops
 - 5110.3d Drop-in and online Counseling consultation
- 5110.4 **Confidentiality of Counseling Information**
Any information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. As used in this section, "information of a personal nature" does not include routine objective information related to academic and career counseling. However, the information shall be disclosed when permitted by applicable law, including but not limited to

- 5110.4a Disclosure as necessary to report child abuse or neglect
 - 5110.4b Reporting to the CEO or designee when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons in the college community.
 - 5110.4c Reporting information to the CEO or designee as necessary when the student indicates that a crime involving the likelihood or personal injury or significant or substantial property loss(es) will or has been committed
 - 5110.4d Reporting information to one or more persons specified in a written waiver by the student.
- 5110.5 Under the supervision of **the Dean of Enrollment Services** ~~and~~ **with** training by Counseling faculty, Program Advisors are ~~paraprofessional~~ classified employees who work with information dissemination and retrieval and:
- 5110.5a **Interview, assist and advise** ~~Provide~~ students , **defined as providing students** ~~with~~ information on COC policies, procedures, matriculation steps, **academic** programs, services, degrees, majors, and certificates, IGETC, CSUGE, and major preparation as listed on the assist.org website.
 - 5110.5b Provide information to students on a drop-in basis and via telephone consultations.
 - 5110.5c Evaluate transcripts for prerequisite eligibility in consultation with counseling faculty.**
 - 5110.5e-~~d~~ Refer students to Counseling faculty for services outside their scope of knowledge and practice as defined in AP 5110.5a.
 - 5110.5e-~~e~~ Provide **clerical and** technical support relative to the operation of the Counseling Department including data input.
- 5110.6 Counseling services and procedures shall be reviewed annually as part of Program Review to ensure quality, efficiency, and accountability.

Department Benchmarks

The SLO Committee proposes these benchmarks as guidelines for departments in attaining proficiency with regard to participating in the SLO cycle for accreditation purposes. This document is for planning purposes only and in no way is meant to direct the work of faculty or to take the place of collective bargaining agreements related to Student Learning Outcomes.

<u>Benchmark</u>	<u>Target Semester</u>
Courses:	
All courses have SLOs	Fall 2010
Assessment plan for all courses	Spring 2011
Assessment schedule for all courses	Spring 2011
Assessment schedule implementation	Spring 2011-Spring 2012
<i>Spring 2011: At least 33% of courses assessed</i>	
<i>Fall 2011: At least 67% of courses assessed</i>	
<i>Spring 2012: All courses assessed at least one time</i>	
All courses have at least one “closed loop”	August 2012
Programs:	
All programs have SLOs	Spring 2011
Program SLO assessment plan and schedule	Spring 2011
Course SLOs are aligned with program SLOs	Fall 2011
Program assessment implementation	Spring 2012
<i>Fall 2011: At least 50% of programs assessed</i>	
<i>Spring 2012: All programs assessed at least one time</i>	
All programs have at least one “closed loop”	August 2012
Planning:	August 2012
Regular assessment cycles for all courses and programs	
Assessment data results in dialogue and informs decision-making	
Assessment data is used to improve student learning and institution-wide practices	