

**COLLEGE OF THE CANYONS**  
**Academic Senate Agenda**  
**October 13, 2011 at 3:00 – 4:30 p.m. BONH 330**

**I. Routine Matters**

- Call to Order
- Approval of Agenda
- President's Report
- Standing Committee
  1. Curriculum Committee
- Adoption of Consent Calendar Items:
  - a) Approval of Academic Senate Meeting Summary from September 29, 2011 (p2-4)
  - b) Approval of Curriculum Committee Meeting Summary from October 6, 2011(p5-7)

**II. Unfinished Business**

- Proctoring Exams for Students in Online Classes – pending Library expansion
- Proposal for New Procedures: Counseling Services – in Policy Committee
- Proposal for New BP and Procedures: Associate Degree & Certificates – in Policy Committee
- SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
- Proposal to Merge Departments: Engineering/Physics/Nanotechnology – in Committee
- Use of TAs –in Policy Committee
- Emeriti Scholarship – under study by the Senate President

**III. Discussion Items**

- Senate's Proposed Draft of New BP 7400 & AP 7400: Discontinuance of Program – second reading (p8-14)
- Senate's Proposed Revisions: Faculty Office Allocation Procedures – second reading (p15-
- Administration Proposed BP and AP Revisions 5040- Student Records, Directory Information, and Privacy – first reading

**IV. Action items**

- Approval of Technical Change to Procedures for Merging & Splitting of Departments & Programs
- Approval of Department Name Change:
  - a) From Biological and Physical Sciences to ***Biological Sciences***
  - b) From Interior Design to ***Architecture & Interior Design***

**V. Division Reports**

**VI. Announcements**

**VI. Open Forum**

**VII. Adjournment**

The next Academic Senate meeting will be ***October 27, 2011***  
 As always, everyone is welcomed.

## Summary of Academic Senate Meeting of September 29, 2011

Attendance: Edel Alonso, David Andrus, Ruth Rassool, Deanna Riveira, Ana Palmer, Mike Wilding, Garrett Hooper, Jose Martin, Michelle LaBrie, Jennifer Brezina, Ann Lowe, Chris Blakey, Isao Uesugi, Regina Blasberg, Michael Sherry, Sarah Burns, Denee Pescarmona, Philip Marcellin and Lori Brown

### I. Routine Matters

1. **Call to order:** Edel Alonso called the meeting to order at 3:05 p.m. waiting for a quorum. She welcomed everyone. The Senate agenda was **approved**.
2. **Report of Officers**

#### Report of Dr. Edel Alonso, Senate President:

Edel reported on:

- ✓ The Senate budget. Included in the agenda is an estimation of the non-instructional supplies; equipment; mileage; conferences and our totals for the year. Edel reminded the Senate that they had discussed last year to purchase a new conference table for BONH 330 and the money is available now. Questions were asked about the length of the table and if for future if it would accommodate all meetings. Edel gave the Senate the measurements of the table and it was approved to buy the table. COCFA President Chris Blakey stated that COCFA would be willing to give monies to buy a table since they use the room and Sarah Burns, Adjunct faculty, informed the Senate the their President Pete Virgadamo was to let the Senate know they would give \$1,000.00 towards the table because they too use BONH 330. Edel will work with the other two organizations and get back to Senate on the table. Ann Lowe wanted to let the Senate know that the Curriculum Institute was in July and comes out of the budget for the new year. She just wanted to have it in the minutes for clarity.
- ✓ We have finished the Seniority list for full-time faculty and it is up on the Senate website. Please take a look at it and if there are any changes please let Edel and Lita know.
- ✓ Dr. Van Hook had stopped by our last Senate meeting and had wanted to drop off and pass out the paperwork for Single Campus Model for Program Review and Integrated Institutional Planning. Edel passed out the papers today. It was prepared by Dr. Van Hook and other administrators for the Accreditation Training meeting hosted by COC a couple of weeks ago. Dr. Van Hook wanted to share this information with the Senate.

#### Report from the Senate Vice President, David Andrus:

- ✓ David reported that the Grants Task Force will meet again on Friday, Oct. 7. Under discussion will be how grants are processed, communicated and solicited. How they affect departments, programs, faculty and administrators. There are sixteen people

and Fridays are the days that everyone can meet. Thank you to everyone who is willing to work on this Task Force.

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

Curriculum Committee: Ann Lowe reported that CurricuNET is still not ready. Since departments have courses that need to be revised, Patrick has made a template to work with to input all your changes pending the implementation of CurricuNET. Ann has scheduled workshops to help faculty enter items into the new system:

- ✓ November 4, 1:00 p.m. to 2:00 p.m.
- ✓ November 7, 1:00 p.m. to 2:00 p.m.
- ✓ November 16, 10:00 a.m. to 11:00 a.m.
- ✓ November 22, 10:00 a.m. to 11:00 a.m.
- ✓

Ann also reported that the Curriculum Committee had an at large position and two faculty members have volunteered to serve as at-large representatives. Ann asked the Senate to confirm Chelley Maple as the at-large Representative. The Senate approved Ann's motion to confirm the at-large representative to the Curriculum Committee: Chelley Maple.

### **II. Consent Calendar:**

- Academic Senate Summary for September 15, 2011, the Curriculum Summary for September 22, 2011 and the Curriculum Addendum were approved.

### **III. Unfinished Business** The Senate was reminded that the following items remain unresolved:

- Proctoring Exams for Students in Online Classes – pending Library expansion
- Proposal for New Procedures: Counseling Services – in Policy Committee
- Proposal for New BP and Procedures: Associate Degree & Certificates – in Policy Committee
- SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
- Proposal to Merge Departments: Engineering/Physics/Nanotechnology – in Committee Committee
- Use of TAs –in Policy Committee
- Emeriti Scholarship – under study by the Senate President

### **IV. Discussion Items**

- Proposed Draft of New BP & AP: Discontinuance of Program: David and the Policy Committee have made changes to the original draft of the Policy sub-committee chaired by Isao Uesugi. A Discontinuance Policy sets parameters set forth by Ed Code and Title V. There was a discussion and suggestions for revisions to the draft were made. David will take this document back to the committee and come back with the proposed revisions.

- Proposed Draft of Revisions: Office Allocation Procedures. Edel is proposing some changes to update the procedures to align this document with current practice. Language is needed to address offices with the addition of a new campus. Several suggestions were made so Edel will make the changes as suggested and bring the document back to the Senate at the next meeting.

## **V. Action Items**

- Approval of Curriculum Committee Procedures: Ann Lowe reported that the Curriculum Committee has been working on its procedures for some time. It was called to Ann's attention that there were some sentence left out of the document on page 24 section VI. Meetings: iv. An update from CSU/UC & Chancellor's Office regarding new "articulation and courses/programs approval". She will make the correction. It was suggested that if procedures are approved, there may be a need to amend it to address the issue of at-large committee members election. The Senate **approved** the procedures.
- Basic Skills Allocation Action Plan and Expenditures Plan, Denée Pescarmona brought a final copy of the document and explained minor technical changes. The Senate **approved** the Report and Action Plan.

## **VI. Announcements: None**

**VI. Open Forum:** Dr. Michael Wilding reported that MyEduc.com has requested information from COC on student grades as pursuant Public Information Act. Grades would be posted on the website with the instructors' names but no student names. Mike informed the Senate that UC Davis had sued the company citing privacy but lost the case. Michael reported postponing taking action on this request but that he cannot delay it any more. He has brought this to Senate for their information. Edel will forward information on this issue from Michael to all the Senators. Michael explained to the company that there would be a cost for implementation of approximately \$2,000 and offered to donate the money to the Senate for. David asked for information in terms of a legal opinion which Michael will look into.

## **VII. Adjournment: 4:35 p.m.**

# CURRICULUM COMMITTEE SUMMARY

**October 6th, 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 September 28th, 2011:**

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

## TECHNICAL CHANGE MEMOS on consent:

PSYCH	101H	Introductory to Psychology – Honors	Change prerequisite of ENGL-101/101H to recommended preparation. - <b>Approved</b>	D. Riveira
PSYCH	135	Statistics for the Behavioral Sciences	Change course number to PSYCH-104, effective Fall 2012. - <b>Approved</b>	R. Howe
SOCI	135	Statistics for the Social Sciences	Change course number to SOCI-137, effective Fall 2012. - <b>Approved</b>	A. Marengo

## DELETED COURSES on consent:

ART	085	Art History Field Trips	Course will not be offered in the near future. - <b>Approved</b>	J. Lorigan
ART	091L	Art/Design Lab	Course will not be offered in the near future. - <b>Approved</b>	J. Lorigan
ART	199	Special Studio Topics	Course will not be offered in the near future. - <b>Approved</b>	J. Lorigan

## MODIFIED COURSES on consent:

ECE	120	Child Growth and Development	<b>Class size reduced to 35</b> , revised descriptions, <b>added SLO's (4)</b> , revised objectives and content, updated texts, <b>added DLA.</b> - <b>Approved</b>	C. Stephens
HLHSCI	153	Emergency Medical Technician Refresher	<b>Reduced class size to 40</b> , changed to letter grade, <b>Revised SLO</b> , added “ <b>EMT Certification</b> ” as prerequisite option. - <b>Approved</b>	P. Haley

**NEW ISA COURSES on consent:**

FIRETR	70A	Preventative Maintenance	.25 – 4 units. Class size 99, Unlimited repeats. <b>Added SLO's (2), added Fire Academy Prerequisite. - Approved</b>	J. Williams
FIRETR	10JB	Training Instructor 1B	2.5 Units, 40 hours lecture. Class size 25, Unlimited repeats. <b>Added SLO's (2), added FIRETR-10JA as a prerequisite. - Approved</b>	J. Williams
FIRETR	10JC	Training Instructor 1C	2.5 Units, 40 hours lecture. Class size 25, Unlimited repeats. <b>Added SLO's (2), added FIRETR-10JB as a prerequisite. - Approved</b>	J. Williams

**NEW COURSES**

ANTHRO	105	Introduction to Archeology	3 Units, 54 hours lecture. Class size 35, not repeatable. <b>Added SLO's (2). - Approved</b>	R. Martinez
HIST	101H	History of Western Civilization: Pre-Industrial West I Honors	3 Units, 54 hours lecture. Class size 25, not repeatable. <b>Added SLO. - Approved</b>	K. Hitt

**NEW DISTANCE LEARNING ADDENDUMS:**

ECE	120	Child Growth and Development	100% Online, Hybrid. - <b>Approved</b>	C. Stephens

**NEW PREREQUISITES:**

FIRETR	70A	Preventative Maintenance	<b>Added Fire Academy Prerequisite. - Approved</b>	J. Williams
FIRETR	10JB	Training Instructor 1B	<b>Added FIRETR-10JA as a prerequisite. - Approved</b>	J. Williams
FIRETR	10JC	Training Instructor 1C	<b>Added FIRETR-10JB as a prerequisite. - Approved</b>	J. Williams
HLHSCI	153	Emergency Medical Technician Refresher	<b>Added "EMT Certification" as prerequisite option. - Approved</b>	P. Haley
PSYCH	101H	Introductory to Psychology – Honors	<b>Change prerequisite of ENGL-101/101H to recommended preparation. - Approved</b>	D. Riveira

**NEW STAND ALONE COURSES:**

FIRETR	70A	Preventative Maintenance	<b>- Approved</b>	J. Williams
FIRETR	10JB	Training Instructor 1B	<b>- Approved</b>	J. Williams
FIRETR	10JC	Training Instructor 1C	<b>- Approved</b>	J. Williams

### Discussion Items:

1. **CurricUNET Update** – Audrey Green and Patrick Backes gave a status update on the implementation of the CurricUNET.

2. **Disciplines** – A handout explaining the history of minimum qualifications and disciplines was passed out to the committee members. Ann Lowe reviewed the guidelines with the committee for using discipline lists and went over a few examples. An Interdisciplinary handout from the Academic Senate for California Community Colleges was also passed out to the committee for review.

New Courses Includes ISA's	5	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	1	Deleted Courses	3
Modified Courses	2	New SLO's	13	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	1	Proposals Reviewed in Technical Review Session	21
New Non Credit Courses	-0-	New Prerequisites	5	Proposals Returned from Technical Review Session	8
New Courses Includes ISA's	5	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	1	Deleted Courses	3
Modified Courses	2	New SLO's	13	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	1	Proposals Reviewed in Technical Review Session	21
New Non Credit Courses	-0-	New Prerequisites	5	Proposals Returned from Technical Review Session	8

**BP 7400****PROGRAM DISCONTINUANCE**

## Reference:

*Education Code Section 78016; Title V Section(s) 51022, 53203(d)(1), 55130; ASCCC "Program Discontinuance: A Faculty Perspective"; ACCJC Standard II.A.6.b.*

Pursuant to Title 5, Section 51022(a), the governing board shall adopt a policy for the discontinuance of courses or programs. College districts are also required by regulation and statute to develop a process for program discontinuance and minimum criteria for the discontinuance of occupational programs." Additionally, Education Code §78016 stipulates that every vocational and occupational program shall meet certain requirements prior to termination.

Santa Clarita Community College District is committed to supporting programs that fulfill its Mission and Institutional Learning Outcomes for students. Because program discontinuance is a curricular, student success and educational issue, it must follow a careful and extensive review of the program's status in relation to the overall educational mission of the District

**Program discontinuance shall not be driven merely by budgetary considerations. Low or declining enrollment or other degenerating measurements that are due primarily to budgetary reasons will not by itself justify program discontinuance.**

Special attention must be given to the impact of program discontinuance upon those students who are currently enrolled in the program. Specifically, ACCJC Accreditation Standard II.A.6.b states: "When programs are eliminated or program requirements are significantly changed, the institution [should make] appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption."

Program discontinuance is an issue of both academic and professional concern for the Academic Senate. It is also a matter of collective bargaining in so far as the policy impacts employment or other negotiated work conditions. Above all, it affects educational goals of students. Therefore, program discontinuance requires participation of members from all segments of the educational community of the District, including students in particular. It must be supported by a thoughtful process of vital academic considerations and a careful analysis of a range of data about the program in question and the impact on the educational mission of the District.

A recommendation to discontinue is mandated if so ordered by an external regulatory, governing or licensing body to which the program is subject. The process for program, discontinuance mandated or otherwise, is set forth in Administrative Procedure 7400. If discontinuance of a program or course is determined, implementation of the discontinuance must occur in a timely manner, per Administrative Procedure 7400.



**AP 7400****PROGRAM DISCONTINUANCE**

Reference:

*Education Code Section 78016; Title V Section(s) 51022, 53203(d)(1), 55130; ASCCC "Program Discontinuance: A Faculty Perspective"; ACCJC Standard II.A.6.b.*

**I. DEFINITIONS**

**A. Program:** An organized sequence of courses leading to a defined objective, a degree, certificate, diploma, license, or transfer to another institution of higher education (CCR Title 5, Section 55000). (e.g. completing a program of study leading to a certificate in Computer Maintenance Technology, an AS degree in Business, or transfer).

**B. Committee:** When a formal discussion is initiated, the Academic Senate will form a Program Discontinuance Committee that will serve ad hoc whose membership is outlined in Section IV of this procedure.

**C. Intervention** - are recommended actions to remedy identified program shortcomings.

**D. Defacto Discontinuance** – is the unofficial discontinuance of a program in circumvention of this administrative procedure, intended or unintended, that results from the reduction of course sections within that program or from any other institutional or administrative action; thereby rendering program implementation and completion impossible or improbable.

**II. PROPOSING PROGRAM DISCONTINUANCE**

Program discontinuance proposals, **and defacto discontinuance notifications**, can be initiated by the Chief Instructional Officer (CIO), Division Dean, Department Chair, or Academic Program Director. He/she will consult with Division Dean and Chair of the affected department and any other potentially affected department or faculty. He/she will provide and include data and information as specified in Section III of this procedure to demonstrate the need for program discontinuance. The completed proposal is submitted to the Academic Senate President along with supporting documents.

Pursuant to BP 7215, whereby the Board of Trustees relies primarily on the advice of the Academic Senate in academic and professional matters, the Academic Senate shall have a fundamental and integral role in any discussion of program discontinuance.

### III. PROPOSAL GUIDELINES

**Program discontinuance proposals shall be submitted to the Academic Senate President no later than the sixth week of the fall or spring semesters.** The initial proposal shall include, but is not limited to, the itemized quantitative evidence listed below. **Special attention must be given to the impact of program discontinuance upon those students who are currently enrolled in the program.** The emphasis on quantitative data in the initial proposal serves to establish a baseline of substantiation for advancing the proposed discontinuance to the next procedural level. ~~The proposal will be submitted to the President of the Academic Senate.~~

#### A. Quantitative Evidence

1. The quantitative evidence may include, but is not limited to:
  - a. Enrollment trends over the past five years.
  - b. The projected demand for the program in the future.
  - c. Frequency of course section offerings and rationale as to their reduction, if applicable.
  - d. Term to term persistence of students within the program.
  - e. Student success and program completion rates.
  - f. Student completion rate.
  - g. Productivity in terms of WSCH per FTE ratios.
  - h. Success rate of students passing state and national licensing exams.
  - i. Enrollment trends over a sustained period of time
  - j. Data extracted from Program Review.
  - k. Data from a CTE Advisory Committee.
  - l. Regional Labor Data
  - m. Adverse student impact resulting from discontinuance.**

#### 2. Incomplete Proposals

**Proposals deemed incomplete due to the submission of insufficient benchmark evidence may be returned to the proposing party by the subsequent Ad Hoc Committee.**

#### B. Notifications of Possible Defacto Discontinuances

**Any party listed in Section II of this procedure may notify the Academic Senate President of a possible defacto discontinuance. Upon receipt of such notification the Senate President will inform the full Senate of the notification at the next regularly scheduled meeting of the Academic Senate. The Senate President will request the CIO and any other relevant college administrators or personnel to report, within 60 days of said notification, to the full Senate on the status of the program in question. The Senate President will request those same individuals provide the full Senate annual program status updates should a defacto**

discontinuance remain in effect 12 months after their initial report to the Academic Senate. Future annual reports will be requested by the Senate President if the program status remains unchanged. Notification of a possible defacto discontinuance does not fall within the remaining proposal and procedural requirements of this administrative procedure.

#### IV. FORMATION OF AD HOC COMMITTEE

Upon receipt of the proposal, the Academic Senate shall approve the creation of an ad hoc committee **at its next regularly scheduled meeting.** ~~The Academic Senate will take up the proposal.~~ The Senate President may request the party initiating the proposal to be present at the Senate meeting when the proposal is on its published agenda.

##### A. Committee Composition

1. A tenured faculty member outside the Division of the program in question appointed by the Academic Senate President; *(this person will serve as Chair of the Committee).*
2. **A tenured or tenure-track faculty member from inside the affected program; (if this is not possible, then a tenured faculty member from inside the affected department or division.)**
3. Division Dean of the department that houses the program in question.
4. Academic Senate President, or designee.
5. CIO, or designee.
6. COCFA President, or designee.
7. **AFT** Part-time faculty union president, or designee.
8. A student representative appointed by the Associated Students Government.
9. A Counselor appointed by the Academic Senate President in consultation with Counseling Chair.
10. **Curriculum Committee Faculty Chair, or designee.**

##### B. Committee Functions

The Committee will use the quantitative evidence contained within the initial proposal as a foundation to make a qualitative assessment as to determining the merit of discontinuance. The Committee will be charged with:

1. **Determining the initial proposal's evidentiary sufficiency per section III(A)(2) of this procedure.**
2. Exercising discretion to expand its membership to include program support staff and student services representatives.
3. Gathering all qualitative and quantitative evidence into a written report.
4. Participating in all public meetings and discussions.
5. Recommending to the Academic Senate one of the three potential outcomes of the discontinuance process. (Listed is Section V(A) of this procedure.)

### C. Qualitative Evidence

Factors to be considered may include, but are not limited to:

1. Contemporary analysis of the relevance of a discipline.
2. Current college curriculum and offerings as they relate to the academic mission of the college.
3. The effect of program discontinuance on institutional outcomes.
4. The potential for a disproportionate impact on diversity.
5. The quality of the program, which should include input from program review, student evaluations, articulating universities, local businesses and/or industry, advisory committees and the community.
6. The ability of students to complete their degrees or certificates or to transfer. This includes maintaining rights of students as stipulated in the college catalog.
7. Consideration of matters of articulation as they relate to curriculum.
8. The replication of programs in surrounding college districts..
9. The ability of programs to meet standards of outside accrediting agencies, licensing boards and governing bodies.
10. The goals and strategies of the College as outlined in the most recent Strategic Plan.

The Ad Hoc Committee must document any recommendations or requirements from external regulatory, governing or licensing body to which the program is subject.

### D. Mandated Discontinuance

A recommendation to discontinue is mandated if so ordered by an external regulatory, governing or licensing body to which the program is subject, as stated in BP 7400. If such a mandate occurs, discontinuance of the program will be said to have been approved upon proper notification to the Academic Senate. Such notification should clearly cite the governing entity and legal or administrative authority requiring discontinuance. Pursuant to the mandate, the Ad Hoc Committee will be formed for the sole purposes listed in Section VI of this procedure.

## V. REPORT OF AD HOC COMMITTEE TO FULL ACADEMIC SENATE

The Ad Hoc Committee shall submit its written report to the full Academic Senate **no later than 60 days after the submission of the discontinuance proposal to the Academic Senate.** The report shall include both quantitative and qualitative evidence that support its findings. The report should assess the program's alignment with the mission, values, and goals of the institution, as well as access and equity for students. The proposal shall, in essence, create a narrative describing the rationale for the recommended approval or denial of the proposed discontinuance.

## **A. Possible Recommendations of the Program Discontinuance Committee**

There are three possible recommendations the Program Discontinuance Committee can make. A program may be recommended to continue, to continue with qualifications, or to discontinue.

### **1. Recommendation to Continue**

The recommendation for a program to continue shall be based upon the aforementioned qualitative and quantitative criteria and will be documented in writing by the Committee and maintained by the Academic Senate.

### **2. Recommendation to Continue with Qualifications**

Based upon the aforementioned qualitative and quantitative criteria, a program maybe recommended to continue with qualifications. These qualifications must include any requirements imposed by an external regulatory, governing or licensing body to which the program is subject. A specific time line will be provided during which these interventions will occur. The expected outcomes will be specified in writing and made available to all concerned parties. All interventions and time lines will be documented in writing by the Committee and maintained by the Academic Senate. In accordance with the established time line the program will again be evaluated based upon the aforementioned qualitative and quantitative criteria by the Program Discontinuance Committee.

### **3. Recommendation to Discontinue**

The recommendation for a program to be discontinued shall be based upon the aforementioned qualitative and quantitative evidence and will be documented in writing by the Committee and maintained by the Academic Senate.

#### **a. Mandated Discontinuance**

A recommendation to discontinue is mandated if so ordered by an external regulatory, governing or licensing body to which the program is subject, as stated in BP 7400 and substantiated under Section IV(D) of this procedure.

## **B. Full Academic Senate Action**

The Academic Senate will consider and deliberate on the Ad Hoc Committee's recommended action. At the conclusion of deliberations, the Senate will hold a vote to determine which of the three actions it will formally adopt. The Academic Senate's recommendation will then be forwarded to the College President to be submitted to the Board of Trustees for approval. Pursuant to BP 7215, "the recommendation of the

Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendation not be accepted.” If a recommendation is not accepted, the Board of Trustees shall promptly communicate its reasons in writing to the Academic Senate.

## **VI. IMPLEMENTATION OF FINAL DETERMINATION**

If a program is recommended or mandated for discontinuance, or to continue with qualifications, the original Ad Hoc Committee will reconvene to propose an implementation plan for the finalized determination. The implementation plan does not require approval of the Academic Senate. The Committee will formally convey their proposed implementation plan to the CIO and Academic Senate President who will work in concert with the College President to implement the plan in a timely manner, to its completion. The Academic Senate President will report back to the full Senate, from time to time, as to the status of implementation.

### **A. Implementation Plan**

The implementation plan must include, but is not limited to:

1. A plan and time line for implementing the discontinuance or qualifications to be established.
2. A set of procedures to allow currently enrolled students to complete their programs of study in accordance with the rights of students as stipulated in the college catalog. If program completion is not viable, other equitable consideration must be accorded to students.
3. A plan for the implementation of all affected collective bargaining requirements and matters for faculty and staff.
- 4. Coordinating program discontinuance to be consistent with the college catalogue.**

**COLLEGE OF THE CANYONS**  
**Academic Senate Procedures for Full-time Faculty Office Allocation** Guidelines

~~The responsibility for assigning faculty to offices shall be a group decision of the Division Chairs in consultation with the Chief Instructional Officer.~~

**I. Definitions**

**Every full-time faculty member in the Santa Clarita Community College District is entitled to an office on the Valencia campus unless a faculty member's full (100%) teaching load ~~permanently assigned to~~ is at a campus other than the Valencia campus with the full consent of the faculty member.**

**The Academic Senate is responsible for faculty office assignments based on seniority in the District and maintains a faculty seniority list for this purpose. Seniority rank will be is determined by placement on the Certificated Staff Seniority List the date that a faculty member is hired by the District. If more than one faculty is hired on the same day, the Academic Senate holds a lottery to determine ranking among the faculty hired on the same date. The Academic Senate Administrative Assistant has the affected faculty members draw numbers out of a hat to complete this task.** Time as an adjunct faculty member shall not be counted toward seniority.

**I. DEFINITIONS**

Based on the State Architecture Code, the following definitions shall be used:

- A. A single office shall contain ~~between 72-144~~ **72-143** square feet.
- B. A double office shall contain ~~no less than 144~~ **144-214** square feet.
- C. A multiple office shall contain 215 or more square feet. The number of faculty assigned or potentially able to be assigned to a multiple office shall be determined by using a multiple of 72 square feet, which will assure a minimum of 72 square feet per person.

**II. VACANCIES:** ~~At the time a vacancy occurs the offices(s) will be categorized according to the above definitions to determine the number of faculty members who may be assigned to a particular office.~~

**A. Single Office**

- ~~1. Current faculty members have the first option, based on seniority, to move into vacated offices. Faculty desiring to move into a vacated office must request to move to that office prior to the hiring of a replacement for the faculty member whose office has become vacant.~~
- 2. New faculty shall be assigned to offices with consideration to the proximity of the primary teaching area or preference. Conflicts shall be resolved in accordance with the above definition of seniority.

## B. Double Office

1. When a vacancy occurs in a double office the remaining faculty member shall choose who the new office partner shall be. If the remaining partner fails or refuses to fill the vacancy, the ~~Division Chairs~~ **Academic Senate President or designee** will assign a partner to the office if the space is needed.
2. For two vacancies in a double office, priority shall be given by seniority to a current faculty member (who would then choose an office partner) followed by new hires.

## C. Multiple Offices

When a vacancy occurs in a multiple office, the remaining faculty members shall choose who the new office partner(s) shall be. If the remaining partner(s) fail or refuse to fill the vacancy, the ~~Division Chairs~~ **Academic Senate President or designee** will assign a partner to the office if the space is needed.

## III. Displaced Offices

Faculty members who ~~lose offices~~ who are displaced due to construction **or documented health hazard of an office space** and who have not found other permanent offices will have first choice at newly constructed or remodeled offices. Priority among displaced faculty will occur by seniority.

Faculty **members** may not be displaced by other faculty **members** without consent of all concerned ~~and the Division Chairs.~~

## IV. Offices Within Specially Designated Classrooms or Service Centers

Faculty offices located within a classroom or service center designed for a specific function such as Counseling, Welding, and Performing Arts are reserved for faculty teaching and serving in those specific programs.

## V. Offices at A Campus Other than The Valencia Campus

A faculty member ~~who is permanently assigned to~~ whose full (100%) teaching load is at a campus other than the Valencia campus is entitled to a faculty office at the new a campus other than the Valencia campus. Assignment at ~~the new campus, as in~~ all campuses is based on seniority in the district.

Because individual faculty offices at a new campus in the district may be limited, only faculty members with a majority TLUs (51%+) at a new campus will be given the option of using an individual office at the new campus on a temporary term-by-term basis depending on whether during the term that the faculty member teaches a majority of his/her TLUs (51%+) at the new campus. The faculty member shall not give up his/her Valencia office



~~unless the faculty member is permanently assigned to the new campus.~~ Faculty who teach at a campus other than the Valencia campus ~~the new campus~~, but who do not have the majority of their load there, would have space in a multiple faculty office space.

#### ~~IV. V.~~ VI. ADDITIONAL GUIDELINES

- A. Exceptions may be made to the above procedures in the event of special needs such as the health requirements of a faculty member (e.g. wheelchair accessibility) or the construction or designation of an office for a particular instructional purpose.
- B. In the event there are more faculty than available office spaces, the procedure for assigning faculty to offices shall be as follows:

- 1. All currently occupied office(s) shall be categorized according to the above definitions to determine the number of faculty members who potentially may be assigned to a particular office.

- 2. In a double office utilized by a single individual or in a multiple office with less than the potential number of partners, additional partner(s) shall be assigned in order of reverse seniority (i.e. the least senior faculty member shall be the first to be assigned a partner).

- C. Conflicts over office allocation shall be first addressed by the ~~Division Chairs~~ **Academic Senate President or designee**. Appeals may be directed to the ~~Chief Instructional Officer~~ **CIO** with a final appeal to the ~~Superintendent/President~~ **CEO**.

First revision (bold text): 8/15/2011

Second revision (bold and underlined text): 10/13/2011

## **BP ~~527~~ 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY**

### **References:**

**Family Educational Rights & Privacy Act (Buckley Amendment), Education Codes Sections 76200 et seq.; Title 5 Sections 54600 et seq.**

The Santa Clarita Community College District conforms in its student record policies with the **Family Educational Rights and Privacy Act (Buckley Amendment), Education Code 76200 et seq. and Title 5 sections 54600 et seq.**

above referenced legal statutes. The District will establish and maintain information on students relevant to admissions, registration, academic history, career, student benefits services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and shall establish and maintain such other information as is required by law.

### **~~527~~ 5040.1 Custodian of Records**

The Director of Admissions and Records shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

### **~~527~~ 5040.2 Record Safeguards**

The Director of Admissions and Records may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

### **~~527~~ 5040.3 Student Access to Records**

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

### **~~527~~ 5040.4 Release of Student Records**

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws. The ~~College District~~ also has the right to release students' records to institutions and agencies on the basis of educational interest.

### **~~527~~ 5040.5 Notification of Student Rights**

Students shall be informed of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

**~~527-5040.6~~ Directory Information**

Directory information shall include; student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the **College District**, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student.

**See Administrative Procedure AP 5040 Student Records, Directory Information & Privacy**

**AP ~~527~~ 5040 STUDENT RECORDS, DIRECTORY INFORMATION & PRIVACY****~~527-5040~~ Definitions**

- A. "Student" is defined as a currently enrolled or formerly enrolled student.
- B. "Access" is a personal inspection and review of a record.
- C. "Student Records" are any item of administrative information directly related to an identifiable student maintained by the District.
- D. The following records are administrative records that are expressly exempted from the right to review and inspection.
  - 1. Financial records of parents of the student relating to applications for financial aid and scholarships.
  - 2. Confidential letters and statements or recommendations which were placed in the students' records before January 1, 1975.
  - 3. Appropriate records of instructional supervisory and/or administrative personnel which are in their sole possession and are not accessible or revealed to any other person.
  - 4. Human Resource Information pertaining to persons employed by the District.
- E. "Directory Information" consists of student records that can be released to anyone without prior notification and/or written permission of the student.
- F. "District" refers to any college or satellite campus within the Santa Clarita Community College District.

**~~527-5040.1~~ Student Access to Records**

Students presently or previously enrolled have the right to access their individual student records maintained by the District. Students shall be granted access within 15 working days of their initial request made to the Office of Admissions & Records.

**~~527-5040.2~~ Release of Student Records**

The District shall maintain student records in a manner to insure the privacy of all such defined student records and only permit access to or release of information as follows.

- A. Access: The District shall not permit access to student records to any person, or third party, without the written consent of the student, regardless of the students age, except in the following conditions:
  - 1. Officials and employees of the District, third party agencies, recovery agencies, or institutions that have a legitimate educational interest to access a record as determined by the Director of Admissions & Records.
  - 2. Subpoena: Information concerning a student shall be furnished in compliance with a subpoena. The District shall make a reasonable effort to notify the student in advance of such compliance.
  - 3. Statistical Data: The District may provide statistical data from which no student may be identified to any public agency, or private nonprofit college, university or educational research organization when such actions would be in the best educational interest of the student.
  - 4. Information may be released to appropriate persons or agencies if such information is necessary to protect the health or safety of the student or other persons.

### **~~527-5040.3~~ Directory Information**

- A. Student records identified as “Directory Information” can be released without written consent of the student, unless a “Directory Information” block has been placed on these records by the student.
- B. Directory Information shall include: student’s name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the District, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student.
- C. If a student desires to withhold or block Directory Information, he or she must file a written request with the Admissions & Records Office.
- D. The District may, at its discretion, limit or deny the release of specific categories of Directory Information to any public or private person or agency based upon a determination that such an action is in the best interest of the student.

### **~~527-5040.4~~ Record of Access**

- A. A log or record shall be maintained for each student’s record release which lists all persons, agencies, or organizations requesting or receiving information from the record.
- B. The listing need not include the student access to his or her own record, release of directory information, parties to whom written consent has been given, and officials or employees who have a legitimate educational interest.

- C. The log or record shall be open to inspection only by the student, the District official or designee responsible for maintenance of student records, and other schools, state, or federal officials with legitimate educational interests in the records as lawfully permitted.

#### **~~527-5040.5~~ Challenge of the Records**

Current or former students have the opportunity to challenge the content of their educational records to ensure the accuracy of the records, that the records are not misleading or otherwise in violation of their privacy or other rights, and to provide an opportunity for correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the records.

- A. Every effort will be made to settle a dispute concerning a student's records through informal meetings with appropriate college officials and through the normal petition procedure.
- B. Formal Student Record Challenge Procedure
  - 1. A student may file a written request with the Director of Admissions & Records to remove information recorded on his or her record which he or she alleges to be inaccurate, misleading, or otherwise inappropriate.
  - 2. Within 30 days of receipt of such a request, the Director of Admissions & Records, or designee, shall meet with the student and the employee who recorded the information in question to determine validity of the student's claim. A summary of the meeting will be recorded and any decisions made shall be in writing.
  - 3. If appropriate, the Director of Admissions & Records shall order the correction, removal, or destruction of the information in question.
  - 4. If the Director of Admissions & Records denies the allegations and refuses to order correction or removal of the information, the student may appeal the decision in writing to the Vice President of Student Services within 30 days of the written refusal.
  - 5. Within 30 days of receipt of the appeal, the Vice President of Student Services shall hold a hearing to determine whether to sustain or deny the allegations.
  - 6. If the hearing results in a decision to sustain the allegations, the records will be immediately corrected or removed. If the hearing results in a decision to deny the allegations, the records will remain and the decision will be presented in writing and shall be final.

#### **~~527-5040.6~~ Annual Notice**

The District shall notify students in writing annually of their rights under this policy. The notice shall appear in the College Catalog.

**AP 7410****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.
  - d. **Proposals to 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 may be accepted and approved by the Academic Senate without having to satisfy the subsequent provisions of this administrative procedure. Such proposals must include all relevant signatures of approval as deemed necessary by the voting Academic Senate.**
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.
- e. 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.
  - f. 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.