

**College of the Canyons**  
**Academic Senate Agenda**  
**February 23, 2012, 3:00 p.m. to 4:30 p.m. BONH 330**

**A. Routine Matters**

1. Call to order
2. Approval of Agenda
3. President's and Vice-President's Reports
4. Adoption of Consent Calendar Items:
  - a) Approval of Academic Senate Meeting Summary: February 9, 2012

**B. Report of Standing Committees**

1. Elections - Lea Templer, Chair
2. Sustainability Committee - Jia-Yi Cheng Levine, Chair
3. Interdisciplinary Committee -Senate sponsored End-of-Year Social – Kelly Cude

**C. Unfinished Business**

1. Proctoring Exams for Students in Online Classes - pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services - in Policy Committee
3. SLO Committee Proposed Benchmarks for Proficiency - pending COCFA negotiations

**D. Discussion Items**

**E. Action Items**

1. Senate's Proposed Revisions to BP 525: Matriculation Assessment
2. Academic Senate Program Review
3. Elections Committee
4. Academic Senate Standing Procedures for Department Chairs

**F. Division Reports**

**G. Announcements**

**H. Open Forum**

**I. Adjournment**

The next Academic Senate Meeting will be **March 8, 2012**  
As always everyone is welcomed.

## Summary of Academic Senate Meeting of February 9, 2012

Attendance: Edel Alonso, David Andrus, Lee Hilliard, Regina Blasberg, Deanna Riviera, Jennifer Brezina, Jose Martin, Cindy Stephens, Michael Sherry, Michelle LaBrie, Isao, Uesugi, Ann Lowe, Lori Brown, Lea Templer, Sara Burns, Joan Jacobson, Philip Marcellin, Chris Blakey, Mark Daybell and Collette Gibson, Ruth Rassool, Jasmine Ruys, Barry Gribbons and Daylene Meuschke

### A. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:00 p.m. Edel welcomed everyone back from their winter break.
2. Approval of agenda: **The agenda was approved.**
3. Report of Dr. Edel Alonso, Senate President
  - ✓ COC received notification from CSU that 39 students had applied for transfer in 2012-2013 using a new AA-T or AS-T transfer major as per SB1440.
  - ✓ The application for the Senate's nomination of Dr. Pamela Brogdon-Wynne for the Regina Stanback-Stroud Diversity Award was submitted to the statewide Academic Senate (ASCCC) to meet the February 3, 2012 deadline. The winner receives recognition at the ASCCC Spring Plenary Session and \$5000.
  - ✓ The Chancellor's Office has published *Chancellor's Office Guidelines for Title 5 Regulations, Section 55003, Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation, Issued February 3, 2012*
  - ✓ The final recommendations of the Task Force on Student Success were presented to the legislation and they were approved. Edel will forward a letter from ASCCC President to the faculty. The letter explains that ASCCC is asserting the need for funding to implement the recommendation and ranking recommendations 2.2 (requiring all incoming students to participate in matriculation) and 3.4 (requiring students to begin remediation in their 1<sup>st</sup> year) as its highest priority.
  - ✓ Edel had an opportunity to speak to members of the Board of Trustees immediately following their FLEX presentation.
  - ✓ There is concern that the Adjunct Faculty will now have to have in person office hours yet they currently only have the classroom across from the Faculty Center equipped with 4 or 5 desks as the designated adjunct faculty office space, certainly not adequate for the large number of adjunct faculty.

Report of David Andrus, Senate Vice President: David informed the Senate that he will not be attending the CPT committee meeting this spring 2012 semester because it overlaps with the Senate's Policy Committee which he chairs. He plans to attend PAC-B meetings. The Policy Committee will be working on drafting bylaws for the Senate now that the Constitution revisions were ratified last semester. The Policy Committee will also be tracking what happens to our proposed new and revised policies after Senate approval. He hopes to work on the development of an electronic tracking program for policies and procedures.

4. Adoption of the Consent Calendar

- ✓ Academic Senate Summary of December 8, 2011, **Approved**
- ✓ Discipline assignments for Ricardo Rosales, Phil Gussin and Dilek Sanver-Wang, **Approved**
- ✓

**B. Report of Standing and/or special Committees/Task Force**

- ✓ Lea Templer, Elections Committee Chair explained that the committee has almost completed drafting Committee Procedures. She informed the Senate that she has worked with Norris Lee in Computer Tech Support to develop the electronic voting capabilities for Senate elections. We are going to do a trial run with the spring elections for Senate President and VP.
- ✓ The Elections Committee will be asking for nominations for the Senate President and VP next week as per the Senate's Constitution which requires this take place the second week after the spring semester begins.
  - David announced that he will not be running for Academic Senate Vice-President for a second term but will continue to serve as Chair, of the Academic Senate Policy Committee. He already has numerous obligations including Department Chair. He recommended to COCFA that release time be negotiated for the Senate Vice-President and that additional release time be negotiated for the Curriculum Committee Chair.
  - Edel expressed her desire to run for a second term for Senate President to achieve goals not yet accomplished but did state that she will not be sharing the 50% release time that she shared with David this year on a trial basis. She echoed David's recommendation that COCFA negotiate release time for the Senate Vice-President. She concurred with David that the Curriculum Chair needs additional release time as well.

**C. Unfinished Business**

1. Proctoring Exams for Students in Online Classes - pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services - in Policy Committee
3. SLO Committee Proposed Benchmarks for Proficiency - pending COCFA negotiations

#### **D. Discussion Items**

1. Draft of Senate's Proposed Revisions to BP 525: Matriculation Assessment: David lead the discussion of the revisions. There was a discussion and some changes suggested. David will take the suggestions back to Chelley Maple and the Policy Committee.
2. Academic Senate Program Review: Edel informed the Senate that she is writing a Program Review for the Senate and asked the Senate for input on each of the Program Review sections for her draft.
3. Senate Procedures for Election of Department Chair: There was discussion about how the “Principle of Rotation” applies to a department in which an instructor is hired as Department Chair as part of the job description. The language on principle of rotation needs clarification to account for differing possible scenarios including the length a Department Chair has served. It was made clear that Department Chair elections must take place in departments with more than 1 FT faculty member. The principle of rotation is applied in cases where there is a tie for the Chair position.
4. Annual Student Survey: There was a discussion about the questions on the Annual Student Survey for the Valencia, the CCC, and online campuses. Barry Gribbons, in attendance, explained that we can recommend deletions, additions, and/or changes to the surveys. It was suggested that the surveys be sent to all Deans and Department Chairs to discuss with their faculty and ask for input.

#### **E. Action Item**

1. Prerequisites & Content Review: The Senate **approved** for departments to determine whether to establish pre-requisites based on statistical validation or content review.
2. New Board Policy: Associate Degree & Certificates: The Senate **approved** the Senate’s proposed new Board Policy on Associate Degree & Certificates with minimal corrections.
3. New Administrative Procedures: Associate Degree & Certificates: The Senate **approved** the Senate’s proposed new Procedures on Associate Degree & Certificates with minimal corrections.
4. Merger of Departments: Engineering/Physics/Nanotechnology: The Senate **approved** the merger of the 3 departments and their requested change of name to the Department of Physics and Engineering.

#### **F. Division Reports: none**

**G. Announcements**: Jasmine Ruys distributed copies of a flyer describing upcoming changes in student fees and asked that faculty pass this information to students.

#### **H. Open Forum: None**

#### **I. Adjournment: 4:30 p.m.**

## DRAFT: PROPOSED POLICY CHANGES

### BOARD POLICY 525 MATRICULATION ASSESSMENTS

525.1 Assessment is the process that combines the administration of assessment instruments, **and other multiple measures**, to determine student ~~competency~~ **skill set levels** in computational and language skills. ~~assisting students in identifying their aptitudes, interests and educational objectives, evaluating student's study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives.~~ Assessment assists students in identifying their aptitudes, interests and educational objectives, evaluating their study and learning skills and other factors that support their efforts to meet their educational goals.

525.2 All new students entering College of the Canyons will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below:

525.3 Exemptions from assessment

A. Students who have completed an associate degree or higher at an accredited institution.

B. Students ~~taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.~~  
**who declare they are taking less than six units and those units are vocational or personal enrichment courses.**

C. ~~Students taking only courses to upgrade occupational skills or as continuing education for employment.~~

**(This next section will become Section "C" if adopted.)**

D. Students who present recent raw test scores, ~~on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)~~ within the last two years, from a U.S. community college that uses the same test vendor and subject testing areas as College of the Canyons. The raw scores will be filtered through the COC multiple measures weighting scale and placement will be based on our cut scores.

**(This next section will become Section "D" if adopted.)**

E. Students transferring from other accredited post-secondary institutions with course credit for ~~degree appropriate English or mathematics. (Exempt from placement testing only.)~~ equivalent English, ESL or mathematics.

525.4 The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

## **Academic Senate Review – Sections to be Completed**

### **Part 1: Program Description**

Describe the Mission

Who are the customers/recipients of the services and functions?

Provide a current organizational chart.

Provide a short description of the history of the Senate including how it has changed over the years.

### **Part 2: Administrative Unit Outcomes**

### **Part 3: Objectives and Accomplishments**

### **Part 4: Other External and Internal Factors..... New Objectives**

Positions (changes in the last 3 yrs.)

Technology – How is it being used for services delivery

Interdisciplinary Collaborations

Challenges

Program Changes

CCC and possible Westside Campus

Connection to Educational and Facilities Master Plan

Other Information

Use of Data

Program Strengths

Program Challenges

New 3yr Objectives

### **Part 5: Budget Planning**

### **Part 6: Program Needs**

Supplies and Services

Equipment

Facilities and facility modification

Personnel

With whom to coordinate to make this happen?

## **Part 7: Participants in the Development of the Program Review**

**The Principle of Rotation**, in relation to department chairs, was discussed. After great research it was agreed that, using the “principle of rotation”, in a tied departmental chair election the individual who has not served as department chair would be given the position. It was noted that this would not work if there was an election where two individual ties, and neither had served as chair. It was suggested that COCFA and the District review the wording of that particular clause.

# **Academic Senate Elections Committee Procedures**

## **Election Committee**

1. Elections of officers and members of the College of the Canyons Academic Senate should be run by the Election Committee
2. This committee will comprise of three members reporting to the Academic Senate.
  - a. The Academic Senate will appoint the chair of the committee.
  - b. The Academic Senate President will seek volunteers from the members of the Academic Senate and appoint them to the committee.
3. The committee's duties shall include seeking nominations, running the election, declaring the results to the Academic Senate.
  - a. Nominations will be obtained from the appropriate faculty groups.
  - b. Individuals may nominate themselves or another member of the faculty group may nominate a qualified faculty member.
  - c. Individuals nominated should be consulted for approval before having their names on the ballot.
4. The committee will ensure that elections are held at the appropriate time.
  - a. The eligible voters, per the Academic Senate Constitution, will participate in the appropriate election.
  - b. The President and the Vice President elections shall be conducted during the 2<sup>nd</sup> week of the Spring Semester.
  - c. The Division Representatives elections shall be conducted in the respective divisions during the 4<sup>th</sup> week of the Spring Semester.
  - d. The At-Large Senator elections shall be conducted during the 8<sup>th</sup> week of the Spring Semester.
  - e. Division Representatives and At-Large Senators will be staggered in alternate years.
  - f. Adjunct Senator Elections shall be conducted as early as possible in the beginning of each Fall Semester.
  - g. 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.
5. Elections will be conducted by the Election committee either by paper or electronic ballots.
6. The results will be confirmed by the Academic Senate at the next Academic Senate meeting.



**ACADEMIC SENATE  
STANDING PROCEDURES  
For  
DEPARTMENT CHAIR ELECTIONS**

**I. AUTHORITY**

**A.** According to the COCFA contract, Article 12, Section K - subsection 3(a), the Academic Senate is responsible for administering the election of Department Chairs. The Academic Senate is bound by the provisions found in the COCFA contract. However, further development and elaboration of procedures by the Academic Senate for the election of Department Chairs is permitted provided they are in accordance with the COCFA bargaining contract.

**B.** The Departments of Counseling and Library/Media Technology (LMTECH) are exempt from the election provisions of Article 12, Section K, subsection (3)(a) of the COCFA contract, per that bargaining agreement.

**II. QUALIFICATIONS**

**A.** Per Article 12, Section K, subsection 3(a) of the COCFA contract, Faculty members eligible to serve as Department Chair must teach a majority of his/her regular teaching load in the designated department.

**III. TERM**

**A.** Department Chairs will serve a term of two years and may serve multiple terms. The term will start on the first day following the last day of instruction of the spring semester.

**IV. VOTING**

**A.** Per Article 12, Section K, subsection 3(a), eligibility to vote in a department chair election requires a faculty member to maintain a majority of his/her regular teaching load in that department.

**V. ELECTION PROCEDURES**

**A. Nominations**

- 1.** Calls for nominations will go out from the Academic Senate to every full-time faculty member in the department.
- 2.** Faculty members will have a week to return nominations.
- 3.** Faculty members may nominate themselves or another member of the department.
- 4.** Faculty members can only nominate individuals in their own department.
- 5.** The Academic Senate will confirm the willingness of nominated faculty members to serve as Department Chairs.
- 6.** If only one candidate is nominated for Department Chair, then that candidate is deemed to have been elected "by acclamation", unless there is a formal request for a ballot by any other member of the department.

- a.) If there is a formal request for a ballot, a “yes/no” ballot will be issued to the department.
  - b.) The balloting will be open for one week.
  - c.) If the nominee does not receive a majority of ballots cast, then nominations will be reopened.
7. If there are two or more candidates for Department Chair, then an election will be held.
- a.) Balloting will be open for one week.
  - b.) A successful candidate must receive a majority of the vote cast (50%+ 1).
  - c.) If no candidate receives a majority ***in an election of 3 candidates or more***, a run-off ballot will be provided with the names of the top two candidates.
  - d.) If there is a perfect tie ***in an election with only two candidates***, then the Senate will administer the principle of rotation.
  - e.) If in an election where 3 or more candidates all receive an equal share of votes cast and no candidate has achieved a plurality of votes, then the Senate will administer the principle of rotation.
    - i. If in an election of 3 or more candidates a candidate has achieved a plurality, the candidate having achieved a plurality is deemed to have won the election.***
  - f.) Application of Principle of Rotation:
    - i. **(OPTION #1)** If an incumbent candidate has received 50 percent of the vote in a two candidate election, the non-incumbent candidate is deemed to have won the election provided the incumbent candidate has served a full two year term by the end of the spring semester in which the election is being conducted.
    - i. **(OPTION #2)** If an incumbent candidate has received 50 percent of the vote in a two candidate election, the non-incumbent candidate is deemed to have won the election provided the incumbent candidate has served as Chair of that Department for at least three successive fall or spring semesters by the end of the spring semester in which the election is being conducted.
    - ii. If an incumbent candidate has received 50 percent of the vote in a two candidate election, and has only served as Chair for two successive fall and spring semesters or less, the incumbent candidate is deemed to have won the election.<sup>1</sup>
    - iii. If an incumbent Chair is one of three or more candidates having received an equal share of the vote cast in an election and no candidate has achieved a plurality of votes, the incumbent candidate is deemed to have won the election provided the incumbent candidate has only served as Chair for two successive fall and spring semesters or less by the end of the spring semester in which the election is being conducted. Otherwise, the incumbent candidate is disqualified from further consideration as a candidate to serve as Chair. A run-off ballot will be provided for the remaining two non-incumbent candidates.
    - iv. If a perfect tie exists between any two eligible candidates neither of whom is an incumbent Chair, then the Principle of Rotation is inapplicable unless one of the two eligible candidates has previously served as Chair in any capacity. In that case, the candidates who has never served as Chair is deemed to have won the election.

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<sup>1</sup> It can be said that incumbent candidates having served as Chair for only two fall and spring semesters or less have not had adequate opportunity to gain the insight, experience and knowledge achieved by serving as Chair. Therefore, compelling the incumbent candidate to vacate the office so that a non-incumbent candidate may realize the benefits of a full 2 year term as Chair is arguably inequitable.

**1.** In the event the Principle of Rotation is inapplicable under this subsection of the procedures, the President of the Academic Senate will convene an ad hoc voting committee of an odd number of disinterested members of the Academic Senate. That committee will make the final determination as to which candidate will be deemed to have won the election. The President of the Academic Senate shall serve as a member of the ad hoc committee, unless he or she is an interested party to the election.

**2.** In the event of any perfect tie not resolved by any of the foregoing provisions of this set of procedures, the President of the Academic Senate will convene an ad hoc voting committee of an odd number of disinterested members of the Academic Senate. That committee will make the final determination as to which candidate will be deemed to have won the election. The President of the Academic Senate shall serve as a member of the ad hoc committee, unless he or she is an interested party to the election.

~~**8.** If there is a perfect tie in the election, then the Senate will administer the principle of rotation.~~

**8.** If a department does not have a faculty nominated for chair, then the position of department chair for that faculty will be open to the entire full-time faculty.

**9.** All election results must be confirmed by the full Senate. Any challenges to the election process shall be made at that time. Confirmation of the results may be achieved without public disclosure of the actual vote totals for each department. Upon the approval of a majority of the Academic Senate, public disclosure of the actual vote totals for a particular department, or all departments, will be made. Access to the actual vote totals for any or all Department Chair elections will be made available to any requesting faculty member by the President of the Academic Senate.

Approved by Academic Senate: February 25, 2010