

**College of the Canyons  
Academic Senate Agenda  
March 22, 2012 - 3:00 p.m. to 4:30 p.m. - BONH 330**

**A. Routine Matters**

1. Call to order
2. Approval of the Agenda
3. President's and Vice-President's Report
4. Adoption of the Consent Calendar
  - a) Approval of Academic Senate Meeting Summary: March 8, 2012 (p2)
  - b) Approval of Summary for Curriculum: March 15, 2012 (p5)
5. Approval of discipline assignments for the following:
  - a) Lee Hilliard (p8)
  - b) Peter Parrish (p9)
  - c) Claudia Acosta (p10)

**B. Report of Standing Committees**

1. Curriculum Committee – Ann Lowe, Chair
2. Elections Committee: Results of Academic Senate Division Representatives Election for 2012-2014 term – José Martín

**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 SLO Committee Procedures - Nicole Lucy, Chair (p11)
2. Draft of Senate's Policy Review Committee Procedures – David Andrus, Chair (p15)

**E. Action Items**

1. Dr. Floyd Moos Emeritus Status
2. Academic Senate Standing Procedures for Department Chair Elections (p19)

**F. Division Reports**

**G. Announcements: April 12, 2012 Senate meeting at CCC room CCC-505, 3:30-5PM**

**H. Open Forum**

**I. Adjournment**

The next Academic Senate Meeting will be **April 12, 2012 at CCC**  
As always everyone is welcomed

## Summary of Academic Senate Meeting of March 8, 2012

**Attendance:** Edel Alonso, David Andrus, José Martín, Lee Hilliard, Lori Brown, Ann Lowe, Collette Gibson, Lea Templer, Isao Uesugi, Mike Sherry, Sara Burns, Michelle LaBrie, Joan Jacobson, Raweena G., Regina Blasberg, Ruth Rassool, and Paul Wickline.

### A. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:00 p.m. Edel welcomed everyone to the meeting.
2. Approval of agenda - **Approved.**
3. A. Report of Dr. Edel Alonso, Senate President:
  - ✓ Edel announced that the new conference table is in place in the Faculty Center, BNHL 330 and is pleased with the table which is now large enough to accommodate the Senators. She also informed the Senate that she has spoken with adjuncts about fixing up BONH 312 the Adjunct Faculty Center, particularly about removing some old broken furniture. We are hoping to paint and spruce the room. More will come as we move along with this project.
  - ✓ Edel announced that the Senate's Program Review Committee has been reconstituted with representatives from the different Divisions. Paul Wickline and Miriam Golbert are co-chairs and Barry Gribbons and Daylene Meuschke were invited to attend the meetings. The committee has been charged to 1) take a look at the template and suggest modifications to avoid duplication of information; 2) study how other colleges' peer review committees manage program reviews; and 3) consider aligning the program review document with information required of other documents so that the information in program reviews can be imported to other documents such as the Accreditation Report and the Master Plan. Edel emphasized that the Program Review Committee must ensure that program review is a faculty driven process as it is one of the Senate's 10+1 responsibilities, that the process be simple and user friendly, and that the final outcome be useful. In a conversation Edel had with CIO, Joe Gerda, Joe asked Edel to attend a Dean's meeting and share this information with all the Deans. Edel responded that she would be happy to do so.
  - ✓ Edel reported having attended the PAC-B meeting in February. She was pleased that PAC-B will be meeting again in March, April, and May as she had been asking for regularly scheduled monthly meetings. At the meeting, Edel also made reference to the Decision-Making Guide, which clearly explains in text and in a diagram, the role and focus of PAC-B in budget development. Given the uncertainties of the state budget, it is even more important for faculty and other constituencies on PAC-B to participate in decisions regarding the college's budget including "suggesting priorities for expenditures in future budgets" and "review the draft budget in its developmental stages..." and "Provide a forum in which needs, priorities and issues relative to academic and nonacademic program budgets will be examined and recommendations made to the Chancellor"
  - ✓ CPT meets next Monday and Edel announced that she will be able to attend CPT meetings this semester.
  - ✓ Edel announced that Deanna Riveira has accepted to chair the Equivalency Committee. She and Edel will meet Friday morning March 9, 2012 to review the

statewide Senate's paper on establishing equivalencies to the minimum qualifications since these guidelines have been revised. The plan is for Deanna and Edel to train the entire committee.

B. Report of David Andrus, Senate Vice President: David reported he attended PAC-B.

4. Adoption of the Consent Calendar

- Academic Senate Summary of February 23, 2012, **Approved**.
- Curriculum Summary of February 16, 2012: **Approved** with the deletion of FIRETECH 30A.

B. Report of Standing and/or Special Committees/Task Force

Election Committee: Chair, Lea Templer announced that there were 82 votes and that Edel Alonso has been elected to a second term and that Paul Wickline was elected as the new Senate Vice President. Lea also informed the Senate that there are still a "few bugs" that Noris will look into for the electronic voting.

C. Unfinished Business

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

D. Discussion Items:

1. Sustainability Committee: Edel spoke on behalf of Jia-Yi Cheng Levine. There was no feedback or volunteers for this committee after Jia-Yi spoke to the Senate at its last meeting. The question now is whether the Senate should hold on to this committee or allow it to become a College Committee. The Senate asked Edel to send out a second call one more time. If there is no interest from other faculty to join the committee, it will be relinquished as a Senate committee so that it can be a college committee instead with members outside the faculty.
2. Passing Time between Classes: there was a discussion amongst the Senators as to how much time is needed between class blocks. Some thought ten minutes was enough while others thought fifteen would be better. Still others thought leaving it alone is best because it might affect night classes for a start time. The discussion brought up:
  - ✓ leaving and arriving late between classes as the distance across campus increases
  - ✓ some faculty need the room longer for a test
  - ✓ some faculty hold office hours right before or after classes
  - ✓ time is needed to prepare a classroom before teaching begins
  - ✓ time is needed after class ends to return the class to its original condition after teaching
  - ✓ students start packing their materials before class is over and their attention is lost
  - ✓ security problem if class blocks are extended and classes let out even later in the evening

E. Action Items:

1. Academic Senate Standing Procedures for the Election of Department Chairs: There was a lengthy discussion on the draft of these procedures with numerous modifications proposed. A vote was taken on a couple of options regarding elections involving 3 candidates or more: 3 votes for Option #1, 11 votes for Option #2. A vote was taken on a couple of options regarding the implementation of Principle of Rotation: 0 votes for Option #1, 12 votes for Option #2. David will make the changes discussed and suggested today and will bring the corrected procedures to the Senate as an action item at its next meeting.

2. Election Committee Procedures: **Approved** with changes made.
3. Confirmation of Election Results for Senate Officers: **Approved**.  
Paul Wickline was introduced as the Senate Vice President Elect.

F. Division Reports: None

G. Announcements: None

H. Open Forum: None

Adjournment: 4:40 p.m.

## CURRICULUM COMMITTEE SUMMARY

**March 15<sup>th</sup>, 2012**

**3:00 pm – 5:00 pm**

**BONH-330**

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; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Maple, Chelley – Member at Large; Marenco, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

**Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on March 8<sup>th</sup>, 2012:**

### DELETED COURSES for consent:

Subject	#	Title	Description of action	Author
CMPNET	081L	Open Lab – Computer Networking	Course will no longer be offered. - <b>Approved</b>	L. Hilliard
CMPNET	091L	Computer Networking Lab	Course will no longer be offered. - <b>Approved</b>	L. Hilliard

### MODIFIED COURSES for consent:

Subject	#	Title	Description of action	Author
CMPNET	191	Linux/UNIX: Preparation for LPIC-1	Revised descriptions, <b>revised SLO's (2)</b> , revised objectives, expanded course content, updated texts. - <b>Approved</b>	L. Hilliard

### NEW COURSES:

Subject	#	Title	Description of action	Author
NURSNG	130	Nursing Clinical Practice	2 units, 108 hours clinical, not repeatable, pass/no pass only. <b>Added SLO, added NURSNG-124 as prerequisite.</b> Rationale for adding course: Grant obtained to improve student success and retention rates. Serves needs of students to strengthen clinical skills. Major revision of former nursing internship course, NURSNG-210. - <b>Approved</b>	T. Bathke

**NEW ISA COURSES:**

Subject	#	Title	Description of action	Author
FIRETR	080	Spring Fire Fighter In-Service Training	0.5–2 units, 18-64 hours lecture, 12-40 hours lab. Unlimited repeatability. <b>Added SLO's (3), added DLA, added Fire Academy prerequisite. - Approved</b>	J. Williams
FIRETR	40K	S-212 Wildfire Chainsaws	1.75 units, 24 hours lecture, 12 hours lab. Class size 10, unlimited repeatability. <b>Added SLO's (2), added Fire Academy prerequisite. - Approved</b>	J. Williams

**NEW PREREQUISITES:**

Subject	#	Title	Description of action	Author
FIRETR	080	Spring Fire Fighter In-Service Training	Added Fire Academy prerequisite. - <b>Approved</b>	J. Williams
FIRETR	40K	S-212 Wildfire Chainsaws	Added Fire Academy prerequisite. - <b>Approved</b>	J. Williams
NURSNG	130	Nursing Clinical Practice	Added NURSNG-124 as prerequisite. - <b>Approved</b>	T. Bathke

**NEW STAND ALONE COURSES:**

Subject	#	Title	Description of action	Author
FIRETR	080	Spring Fire Fighter In-Service Training	- <b>Approved</b>	J. Williams
FIRETR	40K	S-212 Wildfire Chainsaws	- <b>Approved</b>	J. Williams
NURSNG	130	Nursing Clinical Practice	- <b>Approved</b>	T. Bathke

**NEW DISTANCE LEARNING ADDENDUMS:**

Subject	#	Title	Description of action	Author
FIRETR	080	Spring Fire Fighter In-Service Training	- <b>Approved</b>	J. Williams

**Discussion Items:**

- 1. Spring Curriculum Regional Meeting, May 12<sup>th</sup>. Long Beach City College. Audrey Green, Ann Lowe, and Anne Marengo will be attending this meeting.**
- 2. The 2-year term for Curriculum Committee members will expire at the end of the Spring 2012 semester. New division and at-large committee members will need to be selected, or the renewal of current members, for Fall 2012. Ann will also send an email to the Division Deans and faculty with this information.**

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	1	Deleted Courses	2
Modified Courses	1	New SLO's	6	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	2	Proposals Reviewed in Technical Review Session	14
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	7

**HUMAN RESOURCES OFFICE**

Date: July 5, 2011

To: Dr. Edel Alonso  
President, Academic Senate

From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Additional Discipline Assignments for Lee Hilliard

**Mr. Lee Hilliard**

Current discipline(s) on file: Computer Information Systems (Computer Networking), Manufacturing Technology, Industrial Technology, Electronic Technology, Computer Information Technology

Mr. Hilliard would like his qualifications reviewed for the vocational disciplines of Drafting, Electromechanical Technology and Robotics. Please see attached documentation from Mr. Hilliard explaining his experience. Please note: Mr. Hilliard indicates 8 years experience at Paragon Precision Products, but the verification of employment form received from Paragon Precision indicates he worked for the company for six years and 3 months.

The minimum qualifications for the vocational disciplines are a bachelor's degree in any discipline and two years of experience in the discipline of assignment or an associate's degree in any discipline and six years of experience in the discipline of assignment.

The following information is provided for Lee Hilliard for an additional discipline assignment in Drafting:

- M.S., Industrial Technology, California State University, Fresno
- 2 + years experience in Drafting
  - Allied Signal (1 Year) – Quality Engineer
  - Paragon Precision Products (6.25 years) – Manufacturing Engineer

The following information is provided for Lee Hilliard for an additional discipline assignment in Electromechanical Technology:

- M.S., Industrial Technology, California State University, Fresno
- 2 + years experience in Electromechanical Technology
  - Allied Signal (1 Year) – Quality Engineer
  - Paragon Precision Products (6.25 years) – Manufacturing Engineer

The following information is provided for Lee Hilliard for an additional discipline assignment in Robotics:

- M.S., Industrial Technology, California State University, Fresno
- 2 + years experience in Robotics
  - Allied Signal (1 Year) – Quality Engineer
  - Paragon Precision Products (6.25 years) – Manufacturing Engineer

Please advise if Mr. Hilliard meets the minimum qualifications for:

- **Drafting**
- **Electromechanical Technology**
- **Robotics Technology**



**HUMAN RESOURCES OFFICE**

Date: August 1, 2011

To: Dr. Edel Alonso  
President, Academic Senate

From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Discipline Assignments – Dr. Peter Parrish

**Dr. Peter Parrish**

Dr. Parrish has been hired as the Alternative Energy Instructor, effective start date August 12, 2011. The following is provided for discipline assignment:

Ph.D., Physics, University of California, Berkeley  
B.A., Physics, University of Colorado, Boulder

It would appear that Dr. Parrish qualifies for the discipline(s) of:

- Physics/Astronomy

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Dr. Parrish also needs his qualifications reviewed for the disciplines of: Electronics, Electronic Technology, Construction Technology, and Electricity & Plumbing.

Dr. Parrish has 6+ years designing, fabricating & evaluating electronic devices and software development for the modeling and simulation of these systems while working for Alpha Industries, RCA and EEsof. (Disciplines: Electronics & Electronic Technology)

Dr. Parrish has 9+ years designing, selling and installing photovoltaic and solar hot water systems while working for California Solar Engineering. He earned his NABCEP (North American Board of Certified Energy Practitioners) PV Installer certification. He also has 2+ years working with New Technology Training Institute developing an 80 hour lecture and laboratory sequence, and delivering the instruction, for PV Installation. He has taught photovoltaic classes at Pierce College, College of the Desert and Santa Monica College. (Disciplines: Electricity, Plumbing & Construction Technology)

Please advise if the experience above qualifies Dr. Parrish for the disciplines of:

- Electronics
- Electronic Technology
- Electricity
- Plumbing
- Construction Technology

**HUMAN RESOURCES OFFICE**

Date: March 6, 2012

To: Dr. Edel Alonso  
President, Academic Senate

CC: Lita Wangen, Academic Senate Administrative Assistant

From: Julianna D. Mosier  
Sr. Human Resources Generalist

Subject: Additional Discipline Assignment for Dr. Claudia Acosta

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**Dr. Claudia Acosta**

Current discipline(s) on file: Spanish

Dr. Acosta would like her qualifications reviewed for the discipline of Education.

The following information is provided for discipline assignment:

- Ed.D. in Organizational Leadership, Pepperdine University
- M.A., Spanish, University of California, Riverside
- B.A., Liberal Studies, California State University, San Marcos

The minimum qualification for Education is a master's degree in Education. Equivalencies 1-5 are also accepted for this discipline.

**Please advise if Dr. Acosta qualifies for the discipline of:**

- **Education**

## **Student Learning Outcomes Committee & Outcomes Steering Committee**

### *Student Learning Outcomes Committee*

**Purpose** – to review department course SLOs and program SLOs for quality of assessments and themes. To provide a summary of the quality as well as themes and trends recognized during review of the course and program SLOs. Report identified themes and quality of assessments to Outcomes Steering Committee.

**Membership** – 1 to 2 faculty members from each Division.

**Process** – each division representative would review on a rotating basis a department's SLO data, assessment results, and plan of action. To do this review, members would review the SLO table from Program Review (or CurricUNET once functioning) and evaluate based upon a rubric created by the SLO Committee. The review of a department's SLO table would be completed by the department's Division Representatives, the SLO Coordinator(s), and one other member of the SLO Committee. At the appointed SLO Outcomes Committee meeting, the Division representatives, coordinator(s), and committee member would orally report on the quality of the SLO data and plan as well as themes that emerged from the review. Observations and recommendations would be noted in the minutes of the committee and kept for the summary at the end of the semester. The Committee's observations and recommendations would also be forwarded to the department chair of the department whose SLO data was reviewed and analyzed. Observations and recommendations would also be recorded to review the next time the department SLO data are analyzed to see if progress was made on the suggested improvements.

**Proposed Timeline** [randomly drawn from list of departments by division, so as not to overwhelm one division's representatives]

Fall 2012 – two 1-hour meetings per month

**August** – planning meeting

### **September**

- ✓ Wine Studies
- ✓ Computer Sciences
- ✓ Real Estate
- ✓ MLT/Phlebotomy
- ✓ Computer Networking
- ✓ TLC
- ✓ Anthropology
- ✓ Plumbing
- ✓ Humanities
- ✓ Music
- ✓ Cinema

### **October**

- ✓ Fire Technology
- ✓ Construction Management
- ✓ Solar

- ✓ ECE
- ✓ Graphic/Multimedia Design
- ✓ Sign Language
- ✓ Paralegal
- ✓ Economics
- ✓ LM Tech
- ✓ Modern Languages

### **November**

- ✓ English
- ✓ English as a Second Language
- ✓ Nanotechnology
- ✓ Health Science
- ✓ Recreation
- ✓ Political Science
- ✓ Health Sciences/EMT
- ✓ Administration of Justice
- ✓ Land Surveying
- ✓ Manufacturing Technology

**December** – finalize summary of quality & themes identified during fall semester. Critical review of the committee timeline and process of review of the SLO tables.

Spring 2013 – two 1-hour meetings per month

**January** – planning meeting

### **February**

- ✓ Interior Design
- ✓ Architecture
- ✓ Special Education
- ✓ Nursing
- ✓ Philosophy
- ✓ Chemistry
- ✓ Engineering
- ✓ Physics
- ✓ Welding
- ✓ Electronic Systems
- ✓ History

### **March**

- ✓ Mathematics
- ✓ Sociology
- ✓ MESA
- ✓ Photography
- ✓ Theatre
- ✓ Water Systems Technology
- ✓ Welding

**April**

- ✓ Automotive Technology
- ✓ Culinary Arts
- ✓ Hotel Restaurant Management
- ✓ Counseling
- ✓ MEA
- ✓ Art
- ✓ Dance
- ✓ Psychology
- ✓ Biological Sciences
- ✓ Earth, Space, and Environmental Science

**May**

- ✓ Kinesiology & Physical Education
- ✓ Anthropology
- ✓ Communication Studies
- ✓ Business
- ✓ ISAs
- ✓ Non-credit
- ✓ CIT

Finalize summary of quality & themes to be sent to Outcomes Steering Committee

## **Student Learning Outcomes Committee & Outcomes Steering Committee**

### *Outcomes Steering Committee*

**Purpose** – analyze the summaries from the SLO and AUO committees to provide an overall summary of the quality of outcomes as well as themes and trends identified by each group during the review of SLOs and AUOs. Provide an avenue for institutional-wide discussion, planning, and advocacy of recommendations regarding outcomes.

**Membership** – The Steering Committee membership is open and all are welcome, but should include at least the SLO Coordinator(s), representatives from the Office of Instruction, Budget, Curriculum Chair, Institutional Development, Academic Affairs, Facilities, and Student Services.

**Process** – the committee would receive summaries of the quality of student and administrative outcomes and themes that emerged from the review process. The committee will analyze the summaries to prepare an inclusive assessment presentation and to facilitate dialog. This presentation would be given to various groups, including but not limited to the Board of Trustees, the Academic Senate, the College Planning Team, and PAC-B, to start a campus-wide dialog regarding quality, themes, action items, and recommendations from the review process. The Steering Committee with the aid of the SLO and AUO committees and SLO Coordinator(s) would plan FLEX activities designed to further facilitate the dialog regarding the assessment report and the themes identified in the report and to provide an avenue for planning and advocacy regarding outcomes, where necessary or appropriate.

The purpose of the presentations and facilitated dialog is to ensure:

- ✓ Dialogue about student learning is ongoing, pervasive and robust.
- ✓ Evaluation and fine-tuning of organizational structures to support student learning is ongoing.
- ✓ Student learning improvement is a visible priority in all practices and structures across the college.
- ✓ Student learning outcomes and assessment are ongoing, systematic and used for continuous quality improvement.
- ✓ There is widespread institutional dialogue about the results of assessment and identification of gaps.
- ✓ Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.
- ✓ Appropriate resources continue to be allocated and fine-tuned.

**Timeline**: the committee would meet at least twice a semester, preferably mid-semester and at the end of the semester. These meetings would include reports from the SLO and AUO committees regarding progress of review, preview of themes and quality identified thus far, and to allow for additional communication among the SLO, AUO, and Steering Committees. More meetings may be required to achieve the purposes stated above.

**POLICY REVIEW COMMITTEE  
of the  
ACADEMIC SENATE  
DRAFT of COMMITTEE PROCEDURES**

## **I. MISSION STATEMENT**

The Policy Review Committee is a sub-committee of the Academic Senate. The Committee serves largely in an advisory and developmental capacity. To that end, the Committee shall work with members of the faculty, administration as well as all campus groups in order to address campus policy and procedural concerns in an inclusive and collegial manner. The Committee is not intended to maintain full representative membership. The Committee is a creation of the Academic Senate. As such, all resulting work product must receive approval of the representative Academic Senate.

## **II. COMMITTEE DUTIES AND FUNCTIONS**

- A.** The Committee is charged with the following duties and functions on behalf of the Academic Senate:
1. Reviewing Board Policies (BP) and Administrative Procedures (AP)
  2. Drafting and proposing new and revised language to existing BP's and AP's
  3. Drafting and proposing new BP's and AP's
  4. Reviewing, drafting and proposing Academic Senate internal procedures at the request of the Academic Senate
  5. Advising the Academic Senate on policy history, development and conclusions
  6. Making recommendations regarding policies to the Academic Senate
  7. Maintaining currency standards regarding BP's and AP's with other colleges, California Academic Senate Association, California Education Code and Title 5 of the California Code of Regulations.

## **III. MEMBERSHIP**

### **A. GENERAL REQUIREMENTS**

1. All members of the Committee must be current tenured, tenure-track or adjunct faculty of the College.
2. The Committee serves largely in an advisory capacity to the full representative Academic Senate. Therefore, Committee membership is not limited to only those faculty members serving on the Academic Senate.
3. At no time shall the Committee have fewer than 3 members.
4. There shall be no limits on how many faculty members may serve on the Committee.
5. The Academic Senate President shall appoint a member of the faculty to serve as Chair of the Committee for a two year term.

6. The appointment of Committee Chair shall be ratified by a majority of a quorum of the Academic Senate and shall take place in the spring semester of even numbered years. The two year term shall commence at the beginning of the following fall semester.
7. The Committee shall make every effort to maintain at least one Adjunct Faculty member at all times.

## **B. MEMBERSHIP APPOINTMENT/TENURE**

1. Members may be appointed by the Committee Chair or the President of the Academic Senate
2. All appointments must be confirmed by a majority of a quorum of the Academic Senate and shall take place in the spring semester of even numbered calendar years. The member's term shall commence at the beginning of the following fall semester.
3. Appointments and subsequent confirmation can occur during any semester to fill an untimely vacancy that reduces Committee composition below three members.
4. Members are expected to serve a minimum of one full academic year but may tender their resignation from Committee service at any time.
5. Members may be removed from the Committee for non-performance by a majority vote of the other active Committee members with the approval of the President of the Academic Senate. Any vote for removal that is a perfect tie will be decided by the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend 3 or more successive meetings and has simultaneously failed to participate in collaborative work with other Committee members in reviewing working proposals.

## **C. RESPONSIBILITIES OF THE COMMITTEE CHAIR**

1. Serve a two year term
2. Serve as a member of the Academic Senate's Executive Committee
3. Submit an annual committee status report to the Academic Senate
4. Recruit and manage Committee membership
5. Schedule Committee meetings and agendas
6. Report policy and procedure proposals to the Academic Senate
7. Document policy and procedural history when appropriate or necessary
8. Ensure Academic Senate web site accurately reflects policy and procedure queue
9. Membership and attendance of the College Policy Council (CPC)
10. Advocate BP's and AP's passed by the Academic Senate to the CPC
11. Attend ASG meetings in an advocacy role of Academic Senate BP's and AP's

## **D. MEMBERSHIP RESPONSIBILITIES**

1. Attend all regularly scheduled meetings of the Committee
2. Undertake due diligence in reviewing policies and procedures and all Committee assignments
3. Make advisory votes on policy and procedure proposals
4. Conduct policy research as required



## **E. ADJUNCT COMMITTEE MEMBERS**

1. Adjunct members of the Committee must maintain a teaching assignment for the semester in which they serve on the Committee, and are thus potentially subject to a one semester term of service on the Committee.

## **IV. MEETINGS**

### **A. DATES**

1. The Committee will meet bimonthly in the second and fourth weeks of each month. Meeting dates and times are subject to change based on members' availability and schedules.

### **B. PROCEDURES**

1. The Committee will utilize Robert's Rules of Order.

### **C. VOTING**

1. The Committee is a voting Committee in an advisory capacity only.

## **V. SUBMISSION OF PROPOSALS**

**A.** The authority of the Committee to address any policy or procedure, proposed or existing, is derived from any of the following:

1. Submission to the Committee by the Academic Senate.
2. Submission to the Committee by the President of the Academic Senate.
3. Submission to the Committee by the Faculty Chair of the Curriculum Committee.
4. Submission to the Committee by College Administration.
5. Proposal by Committee member and approved by a majority of the working Committee.

**B.** Any submission received by the Committee not received from the Academic Senate must be reported back to the Academic Senate at the next regularly scheduled meeting.

**C.** Any College policy, procedure or proposed document of any kind, including those mandated by State or local law agencies, that falls within the purview of the shared governance duties of the Academic Senate as outlined in Title 5 of the California Code of Regulations, Section 53200 et seq as formalized by COC BP 7215 must be submitted to this Committee. Doing so enables the Committee to create, maintain, organize and track Academic Senate and overall College policy and procedural action for transparent historical verification as the Academic Senate's formal policy committee of record.

#### **D. SUB-COMMITTEES**

1. The Committee may establish sub-committees from its membership. Sub-committees of this Committee must report back to the full Committee membership before submitting any formal draft to the full Academic Senate.
2. The Academic Senate may authorize the use of sub-committees from outside this Committee to develop policy, procedure or other proposed documents of any kind. Sub-committees of this Committee must report back to the Policy Review Committee before submitting any formal draft to the full Academic Senate.<sup>1</sup>
3. Sub-committees whose membership is comprised from outside this Committee may defer to this Committee for oversight and assistance.
4. The Committee reserves the right to review the work product of all sub-committees charged with the duty of drafting policy, procedure or other proposed documents.

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<sup>1</sup> The Committee will defer greatly to the work completed by sub-committees. Oversight of all sub-committees by the Policy Review Committee is designed primarily to enable accurate tracking and historical record keeping as the Academic Senate's policy committee of record.

**ACADEMIC SENATE**  
**DRAFT OF 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.) Elections Involving Only 2 Candidates:

- i. A successful candidate must receive a majority of the vote cast (50%+ 1).
  - ii. ~~If there is a perfect tie~~ **if both candidates receive 50 percent of the votes cast**, then the Senate will administer the principle of rotation.
- c.) Elections Involving 3 Candidates or More:
- ~~i. (Option #1) If no candidate receives a majority a run-off ballot will be provided with the names of the top two candidates.~~
  - ~~i. (Option #2)~~ If in an election of 3 or more candidates a candidate has achieved a plurality **of the votes cast**, the candidate having achieved a plurality is deemed to have won the election.
  - ii. 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.
- d. ) Implementation of Principle of Rotation:
- i. Two Candidate Elections
    - ~~1. (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.~~
    - 1. ~~(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.
    - 2. 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 **by the end of the spring semester in which the election is being conducted**, the incumbent candidate is deemed to have won the election.<sup>2</sup>
    - 3. If an incumbent candidate has received 50 percent of the vote in a two candidate election, and has previously served as Chair in any capacity during a term other than the term of the present election, the non-incumbent candidate is deemed to have won the election **provided the non-incumbent candidate has never served as Chair in any capacity. Otherwise, the principle of rotation does not apply and Section V(A)(7)(d)(iii) of these procedures apply.**
- \*(This section was meant to address the scenario where an incumbent has tied, has possibly served his or her current term for only one or two semesters and would then be deemed the winner under subsection (d)(2) above. But, that would not be very equitable because (2)(d) above is meant to apply and benefit only those incumbent chairs who have never before served as Chair. Thus, under this section an incumbent Chair could have only served one or two semesters of their current term, yet they have had the full privilege of past service in some capacity. Under that scenario, it only seems equitable to allow the non-incumbent candidate to win, provided they have never served as Chair.)*
- 4. In the case of a perfect tie where **two candidates have each received 50 percent of the vote and** neither candidate is an incumbent candidate, ~~then the Principle of Rotation does not apply [see V(A)(7)(d)(iii) below]~~, **unless** and one of the two candidates has previously served in any capacity as Chair, ~~in which case~~ the candidate having never served as Chair in any capacity is deemed to have won the election.

<sup>2</sup> It can be said that incumbent candidates having served as Chair for only two ~~fall and spring~~ **successive** 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.

~~5. If a perfect tie exists between any two eligible candidates~~ **In the case where two candidates have each received 50 percent of the vote**, neither of whom is an incumbent Chair, and neither has ever served in any capacity at any time as Chair, then the Principle of Rotation is inapplicable **and Section V(A)(7)(d)(iii) of these procedures applies.**

ii. Three or More Candidate Elections

1. 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.
2. If in an election three or more candidates receive an equal share of the vote cast and no candidate has achieved a plurality of votes, and none of those candidates is an incumbent Chair nor has ever served as Chair in any capacity, the Principle of Rotation is inapplicable **and Section V(A)(7)(d)(iii) of these procedures applies.**
3. For all run off ballots/elections, the provisions of Section V(A)(7)(d)(i) of these procedures apply.

iii. Under all circumstances where the Principle of Rotation is inapplicable, **and under all circumstances and scenarios not addressed by Sections V(A)(7)(d)(i) and (ii) of these procedures**, the election will be resolved in the following manner:

~~1. (Option #1) The final determination of the election will be overseen by a quorum of the voting members of the Academic Senate at its next regular meeting. The final two candidates for the unresolved election shall attend that meeting and will each randomly draw one selection out of a lot of 10 sealed papers each containing a number from 1 to 10. The candidate who draws the higher number from 1 to 10 is deemed the winner. If only one of the two candidates attends the meeting, the candidate who does not attend is deemed to have lost the election, unless compelling circumstances exist.~~

**1. (Option #2)** The final determination of the election will be overseen by an ad hoc committee of at least 3 or more disinterested members of the Academic Senate. Either the President or Vice-President of the Academic Senate shall serve a member of the ad hoc committee. The final two candidates for the unresolved election shall attend a meeting of the ad hoc committee and will each randomly draw one selection out of a lot of 10 sealed papers each containing a number from 1 to 10. The candidate who draws the higher number from 1 to 10 is deemed the winner. If only one of the two candidates attends the meeting, the candidate who does not attend is deemed to have lost the election, unless compelling circumstances exist **explaining the absence of that candidate.**

**8. If a department does not have a faculty member nominated for Chair, then the position of Department Chair for that department will be open first to other full-time faculty from the division in which the department in question resides, and if no nominations are received, then to the entire full-time faculty.**

- a. Single Member Departments – Department Chairs who serve as the only member of their Department may choose not to continue service as Chair.<sup>3</sup> Under such circumstances the President of the Academic Senate will convene an ad-hoc committee to explore the best possible alternatives.

<sup>3</sup> In particular cases, full-time faculty are hired by the District using a job description that includes service as Department Chair as part of the expected job duties. However, it is the position of the Academic Senate that subsequent to being hired the COCFA bargaining contract controls thus providing election opportunities for any Chair, from single member Departments or otherwise, to opt out of their service as Chair. The same principle applies to Chairs from single member departments that were

i. Ad hoc Committee Composition – the committee shall consist of the President of the Academic Senate **or designee**, the CIO **or designee**, the Division Dean of the affected Department, **the President of COCFA or designee**, and the current Department Chair opting out of continued service as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.

b. No Nominations Received – in elections where no nominations are received from any full-time faculty member, the Academic Senate President will convene an ad hoc committee to determine an appropriate outcome.

i. Ad hoc Committee Composition – the committee shall consist of the President of the Academic Senate, the CIO, the Division Dean of the affected Department, **the President of COCFA or designee**, all full time members of the Department in question, as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.

#### 9. Resignations

a. If a Department Chair resigns prior to the completion of their term, the President of the Academic Senate will convene an ad hoc committee to determine the best manner in which to temporarily fill the vacancy. The committee may consider temporary and interim appointments as well as special elections. A majority vote shall determine all outcomes decided by the committee.

b. If the resignation occurs during a spring semester in which an election for Department Chair has already transpired and a candidate other than the resigning Chair has been elected, no special election will be conducted and any interim or temporary appointment will end at the conclusion of the spring semester.

c. **If a resignation occurs in a two member department leaving only one eligible member of the department in question to serve as Chair, the President of the Academic Senate may appoint that remaining eligible member as interim Chair of the department in question to serve out the original term of the resigning member of the department in question.**

d. Ad Hoc Committee Composition – the committee shall consist of the President of the Academic Senate, the CIO, the Division Dean of the affected Department, **the President of the COCFA or designee**, and all full time members of the Department in question, as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.

**10. Removal for Non-Performance** – provisions for removal of Department Chairs for non-performance are set forth in Article 12, Section K, sub-section 9 of the COCFA bargaining contract.

**11.** 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.

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not originally hired to serve as Department Chair. Under either circumstance, the decision of a faculty member from single member departments not to continue serving as Chair presents serious academic and administrative dilemmas to be resolved. Consequently, an ad hoc committee representing a shared governance approach to addressing the issue is warranted.