

College of the Canyons  
Academic Senate Agenda  
May 24, 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: May 10, 2012
  - b) Approval of Summary for Curriculum Committee Meeting: May 17, 2012

B. Committee Report

Elections Committee - Election of Department Chairs for Fire Tech and Real Estate- Jose Martin

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
3. SLO Committee Revised Procedures – In SLO Committee

D. Discussion Items

1. Proctoring Exams for Students in Online Classes –Mojdeh Mahn
2. Senate Business during Summer

E. Action Items

1. Emeriti Status for Faculty Retiring SP2012
2. Confirmation of Appointment of Ann Lowe, Curriculum Committee Chair (2012-2014)

F. Division Report

1. Feedback on Passing Time between Classes & Finals Week Schedule

G. Announcements

H. Open Forum

I. Adjournment

The next Senate Meeting will be **September 13, 2012**  
As always everyone is welcome

## Summary of Academic Senate Meeting May 10, 2012

Attendance: Edel Alonso, David Andrus, Lee Hilliard, Joan Jacobson, Mike Sherry, Lori Brown, Lea Templer, Deanna Riviera, Jose Martin, Deanna Davis, Diane Morey, Sarah Burns, Ana Palmer, Collette Gibson, Claudia Acosta, Jasmine Ruys, Nicole Lucy, Ruth Rassool, Ann Lowe, Regina Blasberg, Cindy Stephens, Diane Baker, Paul Wickline and Isao Uesugi

### A. Routine Matters

1. Call to order: Edel welcomed the Senators and guests. The meeting started at 3:00p.m.
2. Approval of the Agenda: The agenda was **approved** and any typos were given to Lita to correct.
3. A. Report of Dr. Edel Alonso, Senate President:
  - ✓ California state revenues in April came in below projections. The May revise is coming out on Monday 21. Short falls are a result of decreased revenues from personal income taxes, sales tax, and corporate taxes.
  - ✓ AB 2591 would create an automatic back fill for funding for community colleges if property taxes fall short.
  - ✓ AB 1826 would allow a maximum of 50% overload for full-time faculty. It passed the Higher Ed Committee.
  - ✓ SB 1456 by Lowenthal, Student Success Act, addresses implementation of the recommendations from the Student Success Task Force. It is on its way to the Appropriations Committee.
  - ✓ Dr. Jennifer Brezina was approved at the Board meeting as the new Dean for Humanities.
  - ✓ Dr. Floyd Moos will be returning part-time in a new district funded position.
  - ✓ Edel had her monthly meeting with Dr. Van Hook and Edel expressed her personal desire to have the function and responsibilities of PAC-B redefined so that it's a forum for both administrators and faculty together to:
    1. Discuss and plan the budget both during good times **and** bad
    2. Meet monthly instead of a couple of times per academic year
    2. Brainstorm, share, and discuss ideas and priorities for budget cuts and efficiencies.
 Edel explained that just as she is meeting with VP Joe Gerda and others to update and redefine the function and responsibilities of Enrollment Management, she hopes to meet with VP Sharlene Coleal and others to do the same for PAC-B.

### B. Report of David Andrus, Vice President of the Senate:

- ✓ David reported that the semester is winding down for Policy Committee. On the list of items to carry over to next year are our Constitution Bylaws and policies on:
  - Credit Hour.
  - Program Creation

- Establishing Prerequisites
- Constitution Bylaws

4. Adoption of the Consent Calendar

1. Academic Senate Summary for April 26, 2012, **Approved** with correction to change “Web grade” to “CurricUNET”
2. Curriculum Summary May 3, 2012, **Approved**

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

Elections Committee – Jose Martin:

1. Doug Forbes will chair the Computer Science Department until his retirement in December 2012.
2. There were no nominations for chair of the Fire Tech and Real Estate Departments. As per the Senate’s Procedures for the Election of Department Chairs, the Senate President will appoint an ad hoc committee to determine how to proceed.

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. International Education – Claudia Acosta: Claudia gave a Power Point presentation on a comprehensive International Education initiative at COC to include visiting professors, the travel abroad program, alliances with local businesses as well as with foreign universities, and the existing International Students Program. Claudia is seeking interested faculty who would like to join in this effort and encourages faculty members to contact her directly if they wish to be involved.
2. Faculty Development Committee Operating Procedures – Deanna Davis, Chair of the committee, presented a draft of the Faculty Development Committee’s Operating Procedures. After some discussion, various members of the Senate and Edel made the following suggestions to the FDC:
  1. To include an appeals process for FLEX projects that are denied
  2. To revisit the Title 5 Flex guidelines which are flexible
  3. To consider granting faculty FLEX credit for attending department meetings
  4. To model itself after the Curriculum Committee which has a small group of its members meet for Tech Review to approve ordinary requests for FLEX and then meet as an entire group for the requests that may require more discussion
  5. To establish a deadline for timely responses to faculty requests just as faculty have to meet a deadline to submit requests to the committee
  6. To make the criteria for what constitutes Flex credit more objective and specific for the sake of clarity.

#### E. Action Items

1. Doug Forbes, Department Chair, Computer Science, **approved**
2. BP 5901 Course Repetition, April 2012. **approved**
3. AP 5901 Course Repetition, April 2012, **approved**
4. SLO Committee Revised Procedures, **not approved**.

Nicole Lucy and Paul Wickline presented the proposed procedures but had to leave the meeting early. The Senate expressed concern about the term “quality” and who would be the judge of the quality of a particular department/program’s SLO and assessment. Concerns were expressed also about academic freedom, SLO assessments being linked to teacher evaluation, and work load.

#### F. Division Report

Feedback on passing time between classes & finals week schedule were tabled for lack of time.

#### G. Announcements

Edel is inviting the Senate and all full-time faculty to her home for a casual get-together to celebrate the end of the academic year. She will provide the food and asked everyone to bring a drink of their choice. This will be Tuesday, May 22, 2012 at 3:00 p.m. to 5:00 p.m. She will send an email out with information about date and time and with directions to her house.

#### H. Open Forum – No comments from audience

#### I. Adjournment: 4:50 p.m.

## CURRICULUM COMMITTEE SUMMARY

May 17<sup>th</sup>, 2012

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 May 8<sup>th</sup>, 2012:

**Members present:** Badkes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; 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; ~~Marenco~~, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Ruys, Jasmine – Admissions & Records, Non-voting member; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

**Members absent:** Maple, Shelley – Member at Large

**TECHNICAL CHANGE MEMOS on consent:**

Subject	#	Title	Description of action	Author
ADMJUS	130	Report Writing for Law Enforcement	Changing ENGL-091 or ENGL-094 prerequisite to recommended preparation. – Approved	A. Green
ENGL	101H	Honors English Composition	Adding ENGL-096 as a prerequisite. – Approved	A. Green
PUBSAF	200	Basic Academy	Changing to transferable number, was PUBSAF-20CP. – Approved	A. Green
PUBSAF	202	Custody Assistant	Changing to transferable number, was PUBSAF-60AG. – Approved	A. Green
PUBSAF	291PD	Los Angeles Police Reserve Officer Level III Training	Changing to transferable number, was PUBSAF-20BZ. – Approved	A. Green
PUBSAF	291SO	Sheriff Reserve Deputy Level III Training	Changing to transferable number, was PUBSAF-20DC. – Approved	A. Green
PUBSAF	292PD	Los Angeles Police Reserve Officer Level II Training	Changing to transferable number, was PUBSAF-20CA. – Approved	A. Green
PUBSAF	292SO	Sheriff Reserve Deputy Level II Training	Changing to transferable number, was PUBSAF-20DB. – Approved	A. Green
PUBSAF	293PD	Los Angeles Police Reserve Officer Level I Training	Changing to transferable number, was PUBSAF-20CB. – Approved	A. Green
PUBSAF	293SO	Sheriff Reserve Deputy Level I Training	Changing to transferable number, was PUBSAF-20DA. – Approved	A. Green

**MODIFIED COURSES on consent:**

Subject	#	Title	Description of action	Author
CMPNET	189	MS Exchange Server	Added SLO's (2), Added objectives, revised content, updated texts. Removed prerequisite of CMPNET-184 and added recommended preparation of CMPNET-166. – Approved	A. Hilliard
MATH	212	Calculus II	Revised content, updated text. – Approved	A. Hilliard
NURSN	092	Success in Beginning Medical/Surgical Nursing	Revised descriptions, revised SLO, revised objectives, changed co-requisite from NURSN-120 to NURSN-124. – Approved	A. Carroll
NURSN	093	Success in Maternal Newborn and Pediatric Nursing	Revised descriptions, changed co-requisite from NURSN-122 to NURSN-236. – Approved	A. Carroll
NURSN	095	Success in Intermediate Medical/Surgical Nursing	Revised descriptions, revised objectives, changed co-requisite from NURSN-222 to NURSN-234. – Approved	A. Carroll
NURSN	096	Success in Advanced Medical/Surgical Nursing	Revised descriptions, revised objectives, changed co-requisite from NURSN-232 to NURSN-240. – Approved	A. Carroll
NURSN	124	Beginning Medical Surgical Nursing	Revised objectives and content. – Approved	A. Carroll
NURSN	232	Advanced Medical-Surgical Nursing	Updated texts, reviewed prerequisite. – Approved	A. Lowe
PHYSIC	220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	Revised SLO's (3), revised objectives, revised content, updated texts, added DLA. – Approved	D. Michaels
SIGN	110	American Deaf Culture	Added DLA. – Approved	D. Michaels

**MODIFIED PROGRAMS on consent:**

Program	Degree/Certificate	Description of action	Author
Emergency Medical Technician I	Certificate of Specialization	<b>Total units increased to 8 (HLHSCI-151 increased to 8 units). – Approved</b>	<b>R. Bailey</b>
Fire Technology Pre-Service	A.S. Degree	<b>Total units increased to 32 (HLHSCI-151 increased to 8 units). – Approved</b>	<b>S. Dixon</b>
Fire Technology Pre-Service	Certificate of Achievement	<b>Total units increased to 23 (HLHSCI-151 increased to 8 units). – Approved</b>	<b>S. Dixon</b>

**NEW PREREQUISITES:**

Subject	#	Title	Description of action	Author
ADMJUS	130	Report Writing for Law Enforcement	<b>Changing ENGL-091 or ENGL-094 prerequisite to recommended preparation. – Approved</b>	<b>S. Menden</b>
CMPNET	189	MS Exchange Server	<b>Removed prerequisite of CMPNET-184 and added recommended preparation of CMPNET-166. – Approved</b>	<b>L. Millard</b>
ENGL	101H	Honors English Composition	<b>Adding ENGL-096 as a prerequisite. – Approved</b>	<b>J. Swartz</b>
NURSNG	092	Success in Beginning Medical/Surgical Nursing	<b>Changed co-requisite from NURNNG-120 to NURSNG-124. – Approved</b>	<b>S. Carroll</b>
NURSNG	093	Success in Maternal Newborn and Pediatric Nursing	<b>Changed co-requisite from NURNNG-122 to NURSNG-236. – Approved</b>	<b>S. Carroll</b>
NURSNG	095	Success in Intermediate Medical/Surgical Nursing	<b>Changed co-requisite from NURNNG-222 to NURSNG-234. – Approved</b>	<b>S. Carroll</b>
NURSNG	096	Success in Advanced Medical/Surgical Nursing	<b>Changed co-requisite from NURNNG-232 to NURSNG-240. – Approved</b>	<b>S. Carroll</b>

**NEW DISTANCE LEARNING ADDENDUMS:**

Subject	#	Title	Method of Delivery	Author
PHYSIC	220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	Hybrid. – <b>Approved</b>	<b>D. Michalek</b>
SIGN	110	American Deaf Culture	Hybrid. – <b>Approved</b>	<b>C. Sten</b>

**APPROVAL OF GENERAL EDUCATION COURSES TO BE ADDED TO THE PARALEGAL AA Degree:**

Subject	#	Title	General Education Area
CHEM	151H	Preparatory General Chemistry - Honors	Natural Sciences – <b>Approved</b>
ENGL	102H	Intermediate Composition, Literature, and Critical Thinking – Honors	Composition, Humanities & Fine Arts – <b>Approved</b>
GEOG	101H	Physical Geography - Honors	Natural Sciences – <b>Approved</b>
GEOL	104	Natural Disasters	Natural Sciences – <b>Approved</b>
HIST	101H	History of Western Civilization: Pre-Industrial West I - Honors	Humanities & Fine Arts, Social & Behavioral Sciences – <b>Approved</b>
MATH	075	Intermediate Algebra for Statistics	Communication & Analytical Thinking – <b>Approved</b>
PHOTO	140	History of Photography	Humanities & Fine Arts – <b>Approved</b>

**COURSES SCHEDULED TO BE REMOVED FROM THE COLLEGE CATALOG, AND ARCHIVED, THAT HAVE NOT BEEN OFFERED IN THE PAST 4 YEARS:**

Subject	#	Title	Last Semester Offered
ADMJUS	190	Police Administration	Spring 2005 (Removing from Administration of Justice AS Degree and Certificate of Achievement) – <b>Approved</b>
BIOSCI	104	Introduction to the Human Body	Has not been offered – <b>Approved</b>
BUS	291	Statistical Methods in Business and Economics	Has not been offered – <b>Approved</b>
CMPNET	134	Network + Certification	Has not been offered – <b>Approved</b>
CMPNET	188	MS SQL Server	Has not been offered – <b>Approved</b>
CMPNET	255	BGP Routing	Has not been offered – <b>Approved</b>
GENSTU	299	Honors Colloquy	Spring 2003 – <b>Approved</b>
GEOL	106	Geology of National Parks and Monuments	Spring 2006 – <b>Approved</b>
GEOL	107	Minerals, Rocks and Fossils	Spring 2006 – <b>Approved</b>
GERO	002	Understanding Alzheimer's Disease	Has not been offered – <b>Approved</b>
GERO	005	Pharmacology and Aging	Has not been offered – <b>Approved</b>
GERO	006	Coping With Chronic Illness in Later Life	Has not been offered – <b>Approved</b>
GERO	007	Coping With Acute Illnesses in Later Life	Has not been offered – <b>Approved</b>
GMD	172	Desktop Video	Fall 2005 – <b>Approved</b>
HLHSCI	097	Special Topics in Health Science	Has not been offered – <b>Approved</b>
HLHSCI	097A	Medic First Aid Basic for Corrections and Law Enforcement	Has not been offered – <b>Approved</b>
INTERD	096	MESA Research Discussions	Spring 2004 – <b>Approved</b>
KPEI	285	Intercollegiate Tennis	Has not been offered – <b>Approved</b>
KPET	204	Sports in the United States	Has not been offered – <b>Approved</b>
NC.BCSK	H15	HSD Chemistry	Has not been offered – <b>Approved</b>
NC.OAD	CR02	Personal Finance for Older Adults	Has not been offered – <b>Approved</b>
NC.VESL	04	English Communication Skills for Culinary Workers	Has not been offered – <b>Approved</b>
NC.VESL	05	English for Customer Service	Has not been offered – <b>Approved</b>
NC.VESL	06	English for Housekeeping	Has not been offered – <b>Approved</b>
NC.VESL	07	English for Construction Workers	Has not been offered – <b>Approved</b>
PHOTO	098A	How to Use a Digital Camera	Spring 2007 – <b>Approved</b>
PHOTO	098B	Scanning	Summer 2007 – <b>Approved</b>
PHOTO	098C	Digital Photo Printing	Summer 2007 – <b>Approved</b>
PHOTO	098D	Managing Digital Photographs	Spring 2007 – <b>Approved</b>
PHOTO	098E	On Local: Downtown Los Angeles	Summer 2007 – <b>Approved</b>

PHOTO	198	Special Topics in Photography	Has not been offered (Removing from Fine Art Photography AA Degree and Certificate of Achievement) – <b>Approved</b>
PHOTO	198C	Photography on Location	Summer 2005 – <b>Approved</b>

**NEW COURSES TO BE ADDED TO DIVERSITY LIST on Consent: NONE**

**Discussion Items:**

- 1. Report on Regional Meeting:** Ann Lowe reported out on the Regional Curriculum that she, Audrey Green, and Anne Marenco attended.
- 2. Suggestions for Improving Curriculum:** Suggestions included a style sheet for SLO's/Objectives/Course Content Outline, Methods of Instruction/Methods of Evaluation, and Typical Assignments.
- 3. Orienting New Division Representatives:** Ann asked current division representatives to help orient the new curriculum committee members that are joining from their divisions.
- 4. 2012-2013 Curriculum Committee Members:**  
 Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member  
 Bates, Mary – Math, Science & Engineering  
 Brill, David – Fine & Performing Arts  
 Brode, Robert – Member at Large  
 Green, Audrey – Co-Chair, Administrator  
 Harutunian, Mike – Humanities  
 Hilliard, Lee – Career & Technical Education  
 Lowe, Ann – Co-Chair, Faculty  
 Marenco, Anne – Social Science & Business  
 Matsumoto, Saburo – Member at Large  
 Ramey, Shane – Adjunct Faculty  
 Richter, Chrissy – Student Services  
 Ruys, Jasmine – Admissions & Records, Non-voting member  
 Solomon, Diane – Member at Large  
 Stanich, Diana – Physical Education & Athletics  
 Waller, Tina – Allied Health