

College of the Canyons
Academic Senate Agenda
November 29, 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. Adoption of the Consent Calendar
 - a. Approval of Academic Senate Meeting Summary: November 8, 2012 (pg.2)
 - b. Approval of Summary for Curriculum Committee Meeting: November 15, 2012 (pg.5)
 - c. Approval of additional discipline assignment for Nicole Faudree, Political Science (pg. 7)
 - d. Approval of additional discipline assignment for Carmen Dominguez, Theatre (pg.8)
4. President's Report
5. Vice-President's Report

B. Committee Reports

1. PAC-B October 29 meeting – Greg Mucha, Faculty Co-Chair
2. Curriculum Committee – Ann Lowe, Chair

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
3. Faculty Professional Development Committee Procedures – in FPD Committee
4. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items

1. Proposed By-Laws for the Academic Senate – David Andrus (pg.9)
2. Proposed Program Review Committee Operating Procedures – Paul Wickline (pg.16)

E. Action Items

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Senate meeting is **December 13, 2012**

As always everyone is welcomed

Summary of Academic Senate Meeting November 8, 2012

Attendance: Edel Alonso, Mojdeh Mahn, Ruth Rassool, Rebecca Eikey, Troy Sincomb, Lee Hilliard, Deanna Riviera, Cindy Stephens, Regina Blasberg, Wendy Brill-Wynkoop, Sarah Burns, Juan Buriel, Shane Ramey, David Andrus and Lori Brown

Edel called the meeting at 3:04 and informed the Senators that we did not have a quorum. We would wait until 3:30 and if we did not have a quorum she would cancel the meeting.

A. Routine Matters

1. Call to order: Edel welcomed everyone and we met our quorum. The meeting began at 3:35 p.m.
2. Approval of the Agenda with the following modification: Proposed Senate By-Laws from item 4 under Committee Report to item 2 under Discussion - **Approved**
3. Adoption of the Consent Calendar
 - a. Approval of the Academic Senate Summary for October 25, 2012: Approved
 - b. Approval of the Summary for Curriculum Committee Meeting November 1, 2012: **Approved**
4. A. Report of Dr. Edel Alonso, Senate President:
 - ✓ Reviewed resolutions that she would be voting on at the ASCCC Plenary Session that she would be attending the weekend.
 - ✓ Informed the Senate that the Equivalency Committee met again and has made progress toward developing a draft for changes with the equivalencies. She will be presenting it to all the department chairs at the department retreat in the spring. She has had conversations with HR and they have been coming to their meetings.
 - ✓ Shared the budget handout that Sharlene Coleal handed out at Enrollment Mgmt.
 - ✓ Informed everyone that the college will offer 100 online course sections for winter session
 - ✓ Referred faculty to read articles in the current Rostrum they received in their boxes: Repeatability, Accreditation, the Budget Deferrals
 - ✓ Planning to have 4 faculty members attend the Accreditation institute.
 - ✓ Attended an excellent Scholarly Presentation on Primates. The presentation was well attended by students but few faculty members were in the audience. A discussion ensued among Senators about many reasons they cannot attend. They explained how overwhelmed they are with a lot of work and not enough hours in a day to get it done. Edel had a conversation with David Stevenson, Scholarly Presentation Committee Chair about reviewing purpose and ways to improve attendance by faculty.

B. Report of VP Senate Paul Wickline: He will attend the ASCCC Plenary Session this weekend.

B. Committee Reports

1. Policy Committee: Attendance and Grading – David Andrus.
David reviewed the memorandum he sent the Senate President re: Title V Section 55002 Standards and Criteria for Courses. Section 55002 states, “Grading Policy. The course provides for

measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” While this section does not speak specifically to the issue of attendance, it seems to be the common interpretation by the CCCCCO and ASCCC, as well as by a literal interpretation of the language of the section, that grading must only be related to some sort of demonstrated proficiency on the part of the student.

2. PAC-B: Tabled until next Senate meeting since Greg Mucha was not in attendance.
3. Curriculum Committee: Ann Lowe was not able to attend so Edel reported on page 18 of the agenda is the list of courses that require 5year Revision. These Must be by stage 7 of the curriculum approval process by November 14 . There is a workshop tomorrow Friday, November 9, 2012 at 9:00 to 10:30 for any faculty who need help with this process.

C.Unfinished Business

1. Senate’s Proposal for New Procedures: Counseling Services – in Policy Committee
3. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
4. Faculty Professional Development Committee Procedures – in FPD Committee
5. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D.Discussion Items

1. Use of **My Canyons** to record SLO assessment results per student on class roster- Rebecca Eikey: Reported that the SLO Committee met yesterday and they propose that the use of My Canyons be a departmental choice. The Committee wants to allow individual departments to make decisions for what works best for each and they do not want to deny the choice to those departments that want to use My Canyons. A discussion ensued among the Senators:
 - ✓ Allied Health Division do not think recording SLOs on My Canyons would work for them
 - ✓ Math, Science, Engineering oppose use of My Canyons
 - ✓ CTE has not had a Division meeting to discuss this
 - ✓ ECE is fine with allowing departments to have option
 - ✓ Humanities do not want to use My Canyons to record SLO on roster
 - ✓ SSB have not had the opportunity to discuss it at a Division meeting
 - ✓ Student Services would like to allow individual departments to have the choice.
2. Proposed By-laws for the Academic Senate - David Andrus
Reviewed the by-laws draft that is attached to the agenda. David reported that the By Laws committee reviewed by laws from other community college Senates in drafting this proposal.

Discussion and suggestions ensued from the Senators and suggestions made. This item will return to the Senate.

Adjourned at 4:35 p.m

CURRICULUM COMMITTEE SUMMARY

November 15th, 2012

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on November 5th, 2012:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Social Science & Business; Matsumoto, Saburo – Member at Large; Ramey, Shane – Adjunct Faculty; Richter, Christy – Enrollment Services; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Brode, Robert – Member at Large; Ruys, Jasmine – Admissions & Records, Non-voting member; Vacant – Humanities

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
CWE	188OCC	Cooperative Experience Education Occupational	Removing repeatability. Course cannot be coded as repeatable , students may still take this course multiple times for a maximum of 6 total units. - Approved	R. Houser
CWE	189GNRL	Cooperative Experience Education General	Removing repeatability. Course cannot be coded as repeatable , students may still take this course multiple times for a maximum of 6 total units. - Approved	R. Houser

NEW COURSES:

Subject	#	Title	Description of action	Author
BUS	080	Customer Service	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	081	Communication in the Workplace	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	082	Attitude in the Workplace	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	083	Conflict Resolution	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	084	Values and Ethics	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	085	Team Building	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	086	Decision Making and Problem Solving	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	087	Managing Organizational Change	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	088	Stress Management	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser
BUS	089	Time Management	.50 units, 9 hours of lecture, not repeatable, Added SLO. - Approved	R. Houser

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Customer Service	Certificate of Specialization	5-6 total units required, added Program SLO. - Approved	R. Houser

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
BUS	080	Customer Service	- Approved	R. Houser
BUS	081	Communication in the Workplace	- Approved	R. Houser
BUS	082	Attitude in the Workplace	- Approved	R. Houser
BUS	083	Conflict Resolution	- Approved	R. Houser
BUS	084	Values and Ethics	- Approved	R. Houser
BUS	085	Team Building	- Approved	R. Houser
BUS	086	Decision Making and Problem Solving	- Approved	R. Houser
BUS	087	Managing Organizational Change	- Approved	R. Houser
BUS	088	Stress Management	- Approved	R. Houser
BUS	089	Time Management	- Approved	R. Houser

Discussion Items:

1. The final Curriculum Committee meeting of Fall 2012 is scheduled for December 6th. The main focus of the December 6th meeting will be dealing with the repeatability and "family" courses being developed in the Fine and Performing Arts Division.

New Courses Includes ISA's	10	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	1	New DLA's	-0-	Deleted Courses	-0-
Modified Courses	-0-	New SLO's	11	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	-0-	Proposals Reviewed in Technical Review Session	19
New Non Credit Courses	-0-	New Prerequisites	-0-	Proposals Returned from Technical Review Session	6

Human Resources Office

Date: October 30, 2012

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Additional Discipline Assignment for Nicole Faudree

The following information is provided for discipline assignment:

Nicole Faudree

Current discipline(s) on file: Paralegal Studies, Law, Business Law

The following information is provided for Nicole Faudree for an additional discipline assignment in Political Science:

- J.D, Pepperdine University
- B.S., Social Science Education, The University of Georgia
- 35 quarter units (23.33 semester units) of upper division classes in Political Science
- 5 quarter units (3.33 semester units) of lower division classes in Political Science

Equivalency #1 is currently accepted for the discipline of Political Science - Master's degree *in any* discipline *and* 24 units of course work in the discipline of the assignment. At least 12 of these units must be graduate or upper division.

Please advise if Nicole Faudree qualifies under equivalency #1 for the discipline of:

- **Political Science**

Human Resources Office

Date: September 5, 2012

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Additional Discipline Assignment for Dr. Carmen Dominguez

The following information is provided for discipline assignment:

Dr. Carmen Dominguez

Current discipline(s) on file: Music

The following information is provided for Dr. Carmen Dominguez for an additional discipline assignment in Theatre:

- Doctor of Musical Arts, Johns Hopkins University Peabody Conservatory of Music
- M.M., Music, San Diego State University
- B.A., Music, San Diego State University
- Experience Teaching Theatre Arts and Musical Theatre classes at Saddleback College (see attached)

Equivalency #2 is currently accepted for the discipline of Theatre - Master's degree *in any* discipline *plus* two years of professional experience *related to* the discipline of the assignment *or* two years of teaching experience *in the* discipline of the assignment.

Please advise if Dr. Dominguez qualifies under equivalency #2 for the discipline of:

- Theatre

**BYLAWS
of the
ACADEMIC SENATE
COLLEGE OF THE CANYONS**

(PROPOSED)

ARTICLE I – MEMBERSHIP

Section A - The Electorate

1. The Electorate shall consist of tenured and tenure-track Faculty as defined in Article III of the Academic Senate Constitution (hereinafter “the Constitution”).
2. Voting members of the Academic Senate shall be selected by and from the Electorate.
3. A maximum of three Adjunct Faculty Members may be elected as voting members to the Academic Senate per Article IV of the Constitution.

ARTICLE II – RESPONSIBILITIES

Section A – Statement of General Duties and Expectations

The Academic Senate strives to ensure shared governance, faculty representation, and the successful development of academic standards. Therefore, faculty elected to serve as members of the Academic Senate, and those faculty members working on behalf of the Academic Senate, shall make every attempt to adhere to the rules and expectations listed herein—conducting due diligence in all matters brought before them, while adhering to the highest degree of professional behavior in carrying out the duties bestowed upon them by the Electorate.

Section B – Duties of President

1. The President shall prepare the agenda of all regular and special meetings of the Academic Senate, post each agenda in compliance with the Brown Act, and distribute each agenda to all Senators at the time of public posting.
2. The President shall preside at all meetings of the Academic Senate.
3. The President or a designated Senator shall represent the Academic Senate at all Board of Trustees meetings, as well as relevant district and college meetings.
4. The President, in consultation with the Academic Senate, shall appoint faculty members to represent the faculty in college-wide committees.
5. The President shall manage all income and expenses incurred by the Senate.
6. The President or the President’s designee shall attend Fall and Spring meetings of the California Community College Academic Senate and regional Community College Academic Senate meetings.
7. The President shall chair all meetings of the Executive Committee.

Section C – Duties of Vice-President

1. The Vice-President shall preside over meetings of the Academic Senate in the President's absence.
2. The Vice-President shall assume the duties of the President if the President vacates the Office of the Presidency during his or her term. The Vice President shall assume the duties of the President on an interim basis upon the request of the President.
3. The Vice-President shall assist the President and perform other duties, as assigned by the President at Academic Senate and Executive Committee Meetings. The Vice President shall attend all meetings of the Executive Committee and Academic Senate.
4. The Vice-President shall make every effort to attend the next scheduled leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference at least once previously.

Section D - Duties of the President-Elect

1. Any member of the Electorate who is elected to serve as President of the Academic Senate will be designated "President-Elect". The President-Elect is essentially the President in waiting whose term shall begin upon confirmation of said election results by the Academic Senate and end on the first day of the subsequent month of July in which they assume the duties of the Presidency. If the President-Elect also sits as a member of the current term of the Academic Senate, then he or she must fulfill all duties assigned and shall not neglect their current position on the Senate in anticipation of assuming the Presidency.
2. The President-Elect shall make every effort to attend all meetings of the Academic Senate to ensure an effective transition to leadership.
3. The President-Elect shall make every effort to attend the next leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference.
4. The President-Elect shall make any and all attempts to attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District during his or her term as President-Elect and before he or she assumes the duties of the Presidency.

Section E - Duties of the Past President

1. The Past President shall provide support and expertise to the President.
2. The Past President, acting as parliamentarian, shall recommend parliamentary procedures as prescribed in the Robert's Rules of Order or any other parliamentary authority adopted by the Academic Senate. In the absence of the Past President, the Chair of the Policy Committee shall serve as parliamentarian.

Section F - Duties of Senators

1. Division Senators

a. Attendance - Senators serving as Division Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time.

i. Absence – Division Representatives shall make any and all effort to secure an alternate Representative from their respective division in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

b. Appointments - All Division Representatives shall be eligible for and should anticipate appointment to at least one Academic Senate standing committee or ad hoc committee per academic year.

c. Liaison Duties - Senators serving as Division Representatives shall be the liaison between their representational areas and the Academic Senate. Senators shall explain Academic Senate agenda material to their constituents and present to the Senate concerns from their affected areas.

2. At-Large Senators

a. Attendance - Senators serving as At-Large Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time.

b. Appointments - At-Large Representatives shall be eligible for and should anticipate being appointed to represent any academic division lacking a Division Representative on the Academic Senate.

i. Absence – At-Large Representatives shall make any and all effort to secure an alternate Representative from the Electorate in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

c. Liaison Duties - Senators serving At-Large Representatives shall be the liaison between the full Electorate and the Academic Senate. Senators shall be prepared to explain Academic Senate agenda material to their constituents and present to the Senate concerns from any affected campus area.

Section G - Transition Duties

1. It is the duty of the President and the President-Elect to:

- a.** Schedule at least two “transition” meetings whereby the outgoing President informs and prepares the President-Elect regarding ongoing matters of professional concern and Academic Senate business as well as debriefs the President-Elect on typical procedural requirements of the Office of the Presidency.
- b.** Ensure the President-Elect has key access to the physical office space assigned to the Academic Senate as well as the overall resources of the Academic Senate.
- c.** Ensure a meeting of the President, President-Elect, and Executive Committee to ensure seamless transition of Academic Senate business.
- d.** Jointly attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District.

ARTICLE III – MEETINGS AND SENATE PROCEDURES

Section A - Ralph M. Brown Act

- 1.** Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.
- 2.** All meetings of this organization shall be public meetings. No meeting or executive session of this organization, or any committee or sub-committee meeting of this organization shall be closed to the public except to discuss a personnel matter, or to discuss litigation in which the Academic Senate is involved, or may be involved.
- 3.** All Votes shall be taken in accordance with the Provisions of the Brown Act.
- 4.** The President may put the meeting into executive session as prescribed in The Ralph M. Brown Act.

Section B – Meeting Procedures and Standing Rules

1. Meeting Procedures

- a.** Except as otherwise provided, the most recent Robert’s Rules of Order shall govern meeting procedures.
- b.** All votes shall be taken by voice, roll call or signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.

2. Standing Rules

- a.** The Academic Senate may adopt Standing Rules to implement the intent and purposes of these Bylaws.

- b. Standing Rules shall be adopted by a majority vote of the Academic Senate.

ARTICLE IV – ELECTIONS

Unless otherwise assigned by a majority of the Academic Senate, the administration of all elections outlined in Article IV of the Academic Senate Constitution shall be conducted by the Elections Committee of the Academic Senate.

ARTICLE V – COMMITTEES

Section A - Committee Membership Eligibility

All faculty are eligible to serve on committees of the Academic Senate.

Section B - Standing Committees

Membership on standing committees shall be approved by a majority vote of a quorum of the Academic Senate. The standing committees are:

1. Academic Staffing Committee
2. Academic Standards Committee
3. Board Policies and Procedures
4. Constitution and Bylaws Committee
5. Cultural Heritage Committee
6. Curriculum Committee
7. Elections Committee
8. Equivalencies Committee
9. Faculty Professional Development Committee
10. Honors Program Committee
11. Interdisciplinary Committee and Coffee on the Side
12. Program Review Committee
13. Scholarly Presentation Committee
14. Student Learning Outcomes Committee

Section C – Collegial Consultation Committees

1 - Collegial Consultation Committees are a reflection of the spirit and requirement of AB 1725 shared governance. AB 1725 not only enables, but demands faculty participation in the governance of matters at the local district level. Doing so ensures necessary faculty input on matters concerning the development of sound policy and maintenance of quality academic standards. Consequently, active membership and participation on shared governance committees is essential to the charge of the Academic Senate and the mission of the District.

2 - Membership on collegial consultation committees shall be approved by a majority vote of a quorum of the Academic Senate. The collegial consultation committees are:

- a. College Planning Team (CPT)**
- b. College Policy Council**
- c. Facilities Master Plan**
- d. Enrollment Management**
- e. President's Advisory Council on the Budget (PAC-B)**
- f. Technology**
- g. Health and Safety Committee**
- h. Skills for Successful Committee**

Section D - Ad Hoc Committees

The Academic Senate may establish "Ad-Hoc" committees to accomplish specific tasks. Upon completion of these tasks, these committees may be dissolved or approved as a standing committee. Membership on ad-hoc committees shall be approved by a majority vote of a quorum of the Academic Senate.

Section E - Committee Chairpersons

1 - Committee chairpersons may be recommended by the Academic Senate President or by the committee and approved by a majority of a quorum of the Academic Senate. Chairpersons of standing committees shall be appointed for one academic year unless otherwise directed by the operating procedures of the assigned committee.

2 - All terms of committee chairpersons shall commence on the first day of July subsequent to their appointment and confirmation by the Academic Senate. Appointments occurring after the first of July may be deemed retroactive by a majority vote of a quorum of the Academic Senate.

ARTICLE VI – AMENDMENTS

Section A – These Bylaws may be amended by a two-thirds vote of a quorum of the Academic Senate.

ARTICLE VII – ENACTMENT CLAUSE

Section A – Initial Effective Date

These Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.

Section B – Amendments

Amendments to these Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.

Proposed Operating Agreement College of the Canyons Program Review Committee

1. Mission

- a. The purpose of the **Program Review Committee** (an Academic Senate subcommittee) is to provide training, advisement and assistance to College of the Canyons faculty and staff to facilitate and improve the program review process. The committee will provide leadership and guidance by reviewing comprehensive program reviews, annual plans, outcomes and assessment cycles, and evaluating the program review planning process.

2. Oversight

- a. The Academic Senate reviews the activity of the Committee and gives general direction to its work.

3. Duties and Functions

- a. The Program Review Committee will be responsible for maintaining a process by which instructional and administrative programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes.
- b. The committee will review all proposed procedural and content changes to the program review including budget processes.
- c. The Committee will:
 - Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
 - Review final instructional and administrative program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.
 - Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

4. Membership

- a. The committee will be composed of appointed and standing members from faculty and administration.
 - Appointed members
 - One faculty member from each instructional division.
 - a. Allied Heath
 - b. CTE
 - c. ECE
 - d. Enrollment Services
 - e. FAPA
 - f. Humanities
 - g. Kinesiology/PE/Athletics
 - h. Math, Science and Engineering
 - i. Social Science and Business

- The Program Review Committee is open to all but the goal is to include at least one representative from each academic division, with possible alternates to attend in case of absences.
- Standing members
 - CIO or academic dean
 - Assistant Superintendent–Vice President, institutional development & technology or designee
 - Academic Senate President or designee
 - Professional Development Committee representative
 - SLO coordinator
- b. Any change in membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate.
- c. If a new academic division is created, it will be immediately entitled to representation within the committee.

5. Management

- a. The co-chairs will be elected at the first meeting of the academic year for a two-year term.
- b. The co-chairs shall have served at least one semester on the committee prior to his/her term.
- c. Committee co-chairs will be limited to two consecutive 2-year terms. Chairs who have served consecutive terms may be re-elected after a 2-year period has passed.
- d. Only division representatives will have voting rights concerning academic program review processes and functions.
- e. Only administrative representatives will have voting rights concerning administrative program review processes and functions.
- f. When there is more than one faculty representative per division present, only one vote per division is allowed.
- g. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
- h. Committee chairs may vote only if they are also acting as their division's main representative.
- i. Committee members will share the responsibility of taking minutes.
- j. All documents related to the business of the Committee will be posted on the COC intranet committee website.
- k. The committee will meet on twice each month during the fall and spring semesters.
- l. All changes to procedures and forms will be submitted to constituencies for review before implementation.
- m. Quorum will be 50% plus one of the total current membership.
- n. The Committee will make decisions based on a majority vote.

- o. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
 - p. The Committee will review this agreement on an annual basis.
- 6. Attendance**
- a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
 - b. If a member of the Committee has three absences in one semester, a co-chair will notify that member and request the Academic Senate president to appoint a new division representative.
 - c. If a member of the Committee isn't able to attend a meeting but has another faculty member attend in his/her place, this will not be counted as an absence.