

**College of the Canyons
Academic Senate Agenda
September 13, 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 24, 2012 (p2)
 - b) Approval of Summary for Curriculum Committee Meeting: September 6, 2012 (p6)
 - c) Approval of discipline assignments: (p8-11)
Lisa Helfrich, History and English; Andrew McCutcheon, English
Albert Loaiza, Sociology Christy Richter, Sociology
 - d) Approval of Department Chairs:
Patti Haley, Fire Technology (Steven Dixon retired)
David Brill, Media Entertainment Technology (Jon Amador resigned from the position)
Russell Waldon, Real Estate (Bob Brode resigned from the position)
 - e) Approval of Adjunct Faculty Academic Senate Members:
Sarah Burns, Shane Ramey, Ruth Rassool

B. Committee Report

1. Program Review Committee – Paul Wickline

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
4. Faculty Professional Development Committee Procedures – in FPD Committee

D. Discussion Items

1. Annual Student Surveys (Services – p12); (Instructional Program and Services p17)
2. S4S Action Plan and Expenditures Report (See attached)
3. Senate Budget (p21)

E. Action Items

F. Division Report

G. Announcements

H. Open Forum

I. Adjournment

The next Senate Meeting will **September 27, 2012**

As always everyone is welcomed

Summary of Academic Senate Meeting May 24, 2012

Attendance: Edel Alonso, David Andrus, Lea Templer, Sarah Burns, Lori Brown, Ruth Rassool, Jennifer Brezina, James Glapa-Grossklag, Lee Hilliard, Mojdeh Mahn, Garrett Hooper, Michelle LaBrie, Isao Uesugi, Mark Daybell, Cindy Stephens, Ann Lowe, Regina Blasberg, Ana Palmer, Michael Sherry, Jose Martin and Collette Gibson

Before the Senate meeting began David Andrus gave Edel Alonso a gavel engraved with her name and term so far with the Senate. He thanked her for the work they did together and appreciated working with her.

A. Routine Matters

1. Call to order: Edel welcome to everyone to our final meeting for the semester. The meeting started at 3:05.
2. Approval of the Agenda: The agenda was **approved** with the understanding that any spelling or grammatical corrections would be given to Lita to make. An additional Action item was added to the agenda: Hanzel Cruz, MLT Department Chair.
3. A. Report of Dr. Edel Alonso, Senate President:
 - ✓ Graduation is June 1, 2012 please meet at 7:45 a.m. to get ready to start at 8:30 a.m.
 - ✓ Edel reported that she had a conversation with Dr. Van Hook about some concerns the faculty and she have had with PAC-B and the budget process and asked for greater faculty input and participation. As a result of that meeting, Sharlene and Greg Mucha who co-chair the PAC-B Committee will meet with David and Edel to have the same conversation Edel had with Dr. Van Hook. Edel asked that PAC-B meet on a monthly basis, so that it meets year round to keep abreast of the many changes with the budget. Edel will continue to attend PAC-B meetings this summer if anyone would like to join her.
 - ✓ Edel and Greg Mucha will also meet with Sharlene Coleal and Joe Gerda during summer to review the PAC-B section of the decision making guide and write a draft of proposed revisions/updates.
 - ✓ Reclassification for Lita Wangen was approved at the last BOT meeting. Congratulations to Lita.
 - ✓ Deanna Riviera and Edel met with Diane Fiero and a group from HR to talk about equivalencies to be sure we are all the same page. We are revamping the forms and some training will happen in the fall to update the equivalencies according to state guidelines.
 - ✓ At the Board meeting on May 23rd parking fee for students was raised to \$50 per semester and \$25 for winter and summer sessions. The new student trustee was well informed and vocal at the meeting.

- ✓ Edel updated the Senate on the Senate budget. We bought some supplies and Senate officers attended both Plenary Sessions and Accreditation Institute. the Curriculum Chair will not be able to attend the Curriculum Institute this year. Edel did open it to anyone who might want to go but no other member of Curriculum or Senator offered to go. Paul and Edel will be attending the Leadership meeting in June. Edel has spoken with Joe Gerda and has also written up a Program Review for the Senate so we will see what the Senate budget will be for next year.

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

PAC-B was very productive. Hoping to have this in place in the Fall regarding the Decision Making Guide. He encouraged everyone to keep vigilant and pay attention and voice your concerns in all the appropriate places on campus. David said he was going to keep his eye on Enrollment Management in terms of eliminating winter intersession. There is a set of arguments in favor of it and many arguments against winter intersession for many reasons.

4. Adoption of the Consent Calendar:

1. Academic Senate Summary for May 10, 2012, **approved**
2. Curriculum Summary for May 17, 2012, **approved**

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

Elections Committee – Election of Department Chairs for Fire Tech and Real Estate – Jose Martin. Jose informed the Senate we do not have any takers for the Real Estate position. Next step would be to offer to other faculty within the Division and then outside the Division. The position of Fire Tech Department Chair is also ending depending whether someone is hired to

replace Steve Dixon who retired. Regina stated she knew of someone who was interested in Real Estate and Jose stated he had gotten that information. There was also a discussion on how we vote during the summer if there is more than one person. Edel and David said they would go back and look at the Constitution.

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 and James Glapa-Grossklag spoke to Senate regarding proctoring when the new center is open in the fall. There was a long discussion on how many spots would be available and how many rooms would be available. Additional staffing for the expanded TLC has not been budgeted. A discussion ensued on how many students can be sent to the TLC for exams. They were asking that there be some communication between the instructor and the TLC staff. Mojdeh said they would accommodate however many students that they can. James did say that in the fall they will

be able to proctor 44 students taking paper tests instead of 12 and increase computer tests from 8 to 36. It was a very lengthy discussion and more information will come after the new LTCL is completed.

2. Senate Business during the summer – Edel spoke to Senators about the Senate working 12 months. The perception right now is that the Senate is only here 10 month operation and the college is a 12 month operation. Edel stated she is willing to be here year-round. She is actually an 11 month employee, but she spreads her workload around so that she is here 12 months. Edel feels that whoever takes the responsibility as Senate president needs to be here year-round. There a lot of decisions that may be made during the summer and she worries that decisions will be made without faculty input. Edel shared that she plans to attend

Board of Trustees meetings throughout the summer months. She asked the Senate's permission as she attends board meetings and other meetings to email throughout the summer and to invite the Senate to give her feedback and input. She would like the Senate to know her intent is to keep the Senate informed of what is happening here on campus. A couple of faculty stressed that it was not a good idea to send emails with no compensation during the summer and another stated that they did not send emails to their committees during the summer and respected their time off. Edel stressed again that she understands, but she will continue to send out emails and if they want to delete them they can. David reminded the Senate that their position runs until June 30th as per the Senate Constitution.

E. Action Items

1. Emeriti Status was given to the following individuals:
 - ✓ Joan Jacobson
 - ✓ Carolyn Powell
 - ✓ George Rhys
 - ✓ Pamela Coon
 - ✓ Lea Templer
 - ✓ Dennis Morrow
 - ✓ Fred D'Astoli
 - ✓ Diana Watkins
 - ✓ Steve Dixon
 - ✓ Cherie Choate
 - ✓ Richard Martinez
 - ✓ Isao Uesugi
 - ✓ Linda Crosby
 - ✓ Mary Valentine
2. Confirmation of Appointment of Ann Lowe, Curriculum Committee Chair, **approved**
3. Hanzel Cruz, Department Chair, MLT, **approved**

F. Division Report

1. There was a discussion and ideas of passing time between classes. Some Division were able to discuss this, but not all. More discussion will be coming.

G. Announcements

1. Edel informed the Senate the Deanna Davis resigned from the Faculty Development Committee. She will be looking for someone to chair the committee. The Faculty Development Procedures were not approved and will come back to Senate in the fall.

H. Adjourned at 4:35 p.m.

CURRICULUM COMMITTEE SUMMARY

September 6th, 2012

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of an Electronic Technical Review meeting:

CURRICULUM COMMITTEE SUMMARY

September 6th, 2012

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of an Electronic Technical Review meeting:

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; Ruys, Jasmine – Admissions & Records, Non-voting member; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Vacant – Humanities

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
CMPNET	252	CCNP: Preparation for ISCW & MPLS	Course will no longer be offered due to industry certification change. - Approved	L. Hilliard
CMPNET	254	CCNP: Preparation for ONT & QOS	Course will no longer be offered due to industry certification change. - Approved	L. Hilliard
CMPNET	255	BGP Routing	Course will no longer be offered due to industry certification change. - Approved	L. Hilliard
CMPNET	262	CCVP-2: Preparation for CIPT	Course will no longer be offered due to industry certification change. - Approved	L. Hilliard
CMPNET	263	CCVP-3: Preparation for GWGK	Course will no longer be offered due to industry certification change. - Approved	L. Hilliard
CMPNET	272	CCSP-2: Preparation for SNPA	Course will no longer be offered due to industry certification change (Part of Securities Technologies Certificate of Specialization). - Approved	L. Hilliard
CMPNET	273	CCSP-3: Preparation for IPS & HIPS	Course will no longer be offered due to industry certification change (Part of Securities Technologies Certificate of Specialization). - Approved	L. Hilliard
CMPNET	274	CCSP-4: Preparation for CANAC & MARS	Course will no longer be offered due to industry certification change (Part of Securities Technologies Certificate of Specialization). - Approved	L. Hilliard
FIRETR	10E	S-339 Division Group Supervisor	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10F	S-281 Supervisory Concepts and Techniques	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10L	Firefighter In-Service Training	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10M	Team Building	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10N	Civil Rights and the Workplace	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10O	Performance Management	Course will no longer be offered per LA County Fire Department. - Approved	A. Green

FIRETR	10P	Budget & Material Management	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10Q	Hometown Attentiveness	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10R	Essentials of Leadership	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	10S	Ethical Leadership in the Classroom	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	30Q	I-248 Check-In Recorder/Status Recorder	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	40A	Firefighter CAP Training	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	40X	Vehicle Extrication Program	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	40Y	Defensive and Safe Driving	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50B	Introduction to Microsoft Word	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50C	Introduction to Microsoft Excel	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50D	Intermediate Microsoft Excel	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50E	Advanced Microsoft Excel	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50F	Introduction to Microsoft Outlook	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50G	Advanced Microsoft Outlook	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50H	Introduction to MS PowerPoint	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	50I	Advanced MS PowerPoint	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70C	B: Prevention	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70D	C: Emergency Medical	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70E	D: Rescue Practices	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70F	E: Fire and Arson Investigation	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70H	G: Vehicle Repair	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70I	H: Vehicle Operation & Pump Use	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70J	I: Portable & Fixed Accessory Equipment	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70K	J: Administration, Management Or Supervision	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70L	K: Instructor Training	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70M	L: Emergency Operations	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70N	M: Office & Clerical Skills	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70O	N: Construction Technology and Fire Protection Services	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70P	P: Aircraft/Airfield Operations	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70Q	R: ICS and NWCG Courses	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70R	S: ICS and NWCG Courses	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70S	T: ICS and NWCG Courses	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
FIRETR	70T	O: Hazardous Materials	Course will no longer be offered per LA County Fire Department. - Approved	A. Green
HLHSCI	045	Emergency Medical Services Career Preparation	Course has been replaced with HLHSCI-046. - Approved	P. Halley
SOCI	220	Introduction to Human Services	Course will no longer be offered. - Approved	A. Maranco

DELETED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Security Technologies	Certificate of Specialization	Courses within the Certificate are being archived due to industry certification changes. - Approved	L. Hilliard

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Robotic Welding Automation	Certificate of Specialization	16.5 total units, added Program SLO's (2). - Approved	T. Baber

NEW PREREQUISITES:

Subject	#	Title	Description of action	Author
WELD	110B	Introduction to Robotic Welding Automation	Adding prerequisite of WELD-110A. - Approved	T. Baber
WELD	110C	Advanced Robotic Welding Automation	Adding prerequisite of WELD-110B. - Approved	T. Baber

Discussion Items:

1. Stand-Alone training: All Committee Members present completed the required Stand-Alone Training as required by the California Community College: Chancellors Office.

2. Division representatives helping faculty with course outlines: Committee representatives were asked to provide help when needed to faculty members in their Divisions who are revising or creating new curriculum.

3. Process of removing repeatability from courses: A list was sent to each Division representative on the Curriculum Committee of courses that are currently coded as repeatable within their Divisions.

4. Tech Review sign-ups: An email will be sent out for Fall 2012 tech review sign ups.



New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	1	New DLA's	-0-	Deleted Courses	59
Modified Courses	-0-	New SLO's	8	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	-0-	Proposals Reviewed in Technical Review Session	63
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	-0-

~~HUMAN RESOURCES OFFICE~~

Date: June 13, 2012

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Additional Discipline Assignment for Albert Loaiza

The following information is provided for discipline assignment:

Mr. Albert Loaiza

Current discipline(s) on file: Counseling

The following information is provided for Albert Loaiza for an additional discipline assignment in Sociology:

- Master's degree in Counseling from the University of La Verne
- 4 semester units (6 quarter units) of lower division Sociology courses at CSU, San Bernardino
- 42 semester units (63 quarter units) of upper division Sociology courses at CSU, San Bernardino

It would appear that Mr. Loaiza qualifies under equivalency #1 for the discipline of:

- Sociology

~~HUMAN RESOURCES OFFICE~~

Date: June 13, 2012

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Additional Discipline Assignment for Christy Richter

The following information is provided for discipline assignment:

Ms. Christy Richter

Current discipline(s) on file: Counseling

The following information is provided for Christy Richter for an additional discipline assignment in Sociology:

- Master's degree in Counseling from California Lutheran University
- 12 semester units of lower division Sociology courses at College of the Canyons
- 3 semester units of lower division Sociology courses at CSU, Northridge
- 41 semester units of upper division Sociology courses at CSU, Northridge

It would appear that Ms. Richter qualifies under equivalency #1 for the discipline of:

- Sociology

~~HUMAN RESOURCES OFFICE~~

Date: July 18, 2012

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Discipline Assignment – Mr. Andrew McCutcheon

The following information is provided for discipline assignment

Mr. Andrew McCutcheon

Mr. McCutcheon has been hired as a full-time English Instructor, effective start date August 17, 2012. The following is provided for discipline assignment.

M.A., English, Tulane University
B.A., English, University of Maryland
A.A., English, Frederick Community College

It would appear that Mr. McCutcheon qualifies for the discipline(s) of:

☐ English

~~HUMAN RESOURCES OFFICE~~

Date: August 8, 2012
To: Dr. Edel Alonso
President, Academic Senate
From: Julianna D. Mosier
Sr. Human Resources Generalist
Subject: Discipline Assignment – Ms. Lisa Helfrich

The following information is provided for discipline assignment

Ms. Lisa Helfrich

Ms. Helfrich has been hired as a full-time, Interim Assistant Director, The Learning Center, effective start date August 17, 2012. The following is provided for discipline assignment.

M.A., History, CSUN

B.A., History, CSUN

It would appear that Ms. Helfrich qualifies for the discipline(s) of:

- History

The following information is provided for Lisa Helfrich for an additional discipline assignment in English:

- 28.67 semester units (43 quarter units) of graduate English courses at CSUB
- 10 semester units (15 quarter units) of upper division English courses at CSUB

It would appear that Ms. Helfrich qualifies under equivalency #1 for the discipline of:

- English

~~HUMAN RESOURCES OFFICE~~

College of the Canyons is very interested in finding out how students feel about their experience at the College. Your responses are very important in helping determine whether the programs and services we offer are meeting your needs. Thank you very much for completing this survey. We appreciate your comments and suggestions.

Satisfaction with Services

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	N/A / Never Used
1. Please rate your satisfaction with each aspect of instruction and services at the <u>Valencia Campus</u> listed below: (continued)						
a. Learning Center (formerly TLC Lab)	0	0	0	0	0	0
b. College website	0	0	0	0	0	0
c. Wireless Access on Campus	0	0	0	0	0	0
d. Computers and software for student use	0	0	0	0	0	0
e. Computer and software training	0	0	0	0	0	0

2. For each statement below, please indicate your level of agreement.
Mark only one rating per item.

- | | | | | | | | |
|----|--|--|--|--|--|--|--|
| a. | Adequate academic advisement for educational courses, programs and transfer to four-year institutions is provided. | | | | | | |
| b. | The College offers extra-curricular activities that promote lifelong learning. | | | | | | |
| c. | I am aware what role students have in institutional governance. | | | | | | |
| d. | I am aware of the College's mission, vision and values. | | | | | | |
| e. | I have the opportunity to participate in the College's planning processes, either directly or through representatives. | | | | | | |
| f. | The College has clearly defined general education requirements for all of its academic and vocational degree programs. | | | | | | |
| g. | In general, College staff are helpful in answering my questions about the College (e.g., available student services, instructional programs offered, degree or transfer requirements). | | | | | | |
| h. | Adequate opportunities are available on campus for me to learn about other cultures. | | | | | | |
| i. | Special events (e.g., athletics, cultural celebrations, concerts, art exhibits) on campus have been effective in increasing my sensitivity to other racial/ethnic groups. | | | | | | |
| j. | Diversity in regard to age at this College is actively promoted. | | | | | | |
| k. | Diversity in regard to gender at this College is actively promoted. | | | | | | |
| l. | Diversity in regard to ethnicity at this College is actively promoted. | | | | | | |
| m. | Faculty on this campus incorporate values, ethics, civic responsibility, and diverse perspectives into their courses. | | | | | | |
| n. | I feel safe on campus during daylight hours. | | | | | | |
| o. | I feel safe on campus during evening hours. | | | | | | |
| p. | In general, there are adequate parking spaces for students. | | | | | | |
| q. | This College provides a positive learning environment for all students. | | | | | | |

Admissions & Records

	Yes	No	Did not know A&R had a website
3. Have you accessed the Admissions & Records website?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. How do you prefer to process the following services?	In Person	Online	Did not know it was available online
a. Register for a class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Drop a class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Request an official transcript	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Request an unofficial transcript	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Receive an enrollment verification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Change your major	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. View/print your class schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. View/receive registration date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. View grades	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. View your registration holds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. View classes needed to graduate (program evaluation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. View waitlist status	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. How do you learn about the College's policies and procedures (e.g., Withdrawal and Late Add procedures, Refund of Fees policy, and Student Grievance policy)?

<input type="radio"/> College catalog	<input type="radio"/> Schedule of Classes	<input type="radio"/> Emails from College of the Canyons
<input type="radio"/> Instructors/Counselor	<input type="radio"/> Mailings from College of the Canyons	<input type="radio"/> College of the Canyons Website
<input type="radio"/> Flyers	<input type="radio"/> Specific College office	<input type="radio"/> Word of Mouth
<input type="radio"/> Other:	<input type="text"/>	

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
6. The College provides accurate and current information on the following:						
a. Academic Regulations, including Academic Honesty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Nondiscrimination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Acceptance of Transfer Credits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Grievance and Complaint Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Sexual Harassment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Refund of Fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Financial Aid

	In Person	Online	Did not know it was available online	Not Applicable
7. How do you prefer to process the following financial aid services?				
a. View financial aid status	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. View financial aid documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Apply for a Board of Governor (BOG) Waiver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Apply for a student loan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. View my standard of progress for financial aid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. If you have accessed financial aid information from the College's website, was the information provided in a clear manner? If you have not accessed the financial aid website, please skip to question #9.			Yes <input type="radio"/>	No <input type="radio"/>

Counseling

For each statement below, please indicate your level of agreement. **Mark only one** rating per item.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
9. In general, students receive educational, personal, and program advisement in a courteous and supportive manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Students receive overall satisfactory services from the counseling office to assist in preparing for their academic goal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Students obtain useful information on the counseling website pertaining to program requirements, transfer information, articulation agreements, and other resources to help them prepare for their educational goal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessment Center

12. Did you prepare or study prior to taking the placement tests at COC? Yes ☐ No ☐
- a. If you answered "no" to question #12, please indicate your reason for not studying or preparing for the placement tests.
- ☐ Did not know preparation materials or assistance was available. ☐ I felt prepared based on prior coursework.
- ☐ Did not know I needed to prepare. ☐ Other (please specify):



13. Please indicate the type(s) of information you would like to see on the Assessment Center website.
- ☐ Hours & days the center is open. ☐ Help in preparing to take the placement test ☐ How the placement test and test scoring works
- ☐ Contact information for the center ☐ Verifying that you had to take placement test ☐ Reason why you were supposed to take the placement tests
- ☐ Sample questions you could work on ☐ Information on fee-based tests such as CLEP, GRE, MCAT or Microsoft Office Systems testing ☐ Other:

14. Please indicate how likely you are to sign up for the following free services in the Assessment Center.
- | | Not likely at all | Somewhat likely | Likely | Very Likely | Have not used |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| a. A staff person who can review your placement in detail and can tell you what your next English, math, or ESL class needs to be. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. A program advisor who can help you figure out what classes to take. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. A program advisor who can discuss different major choices with you. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. An available computer you can use to study the online preparation materials. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. An available computer where you could complete the online orientation. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. An in-person tutorial on how to prepare for the placement tests. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g. Other: <input type="text"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

15. What would be the most convenient time for you to come in and assess for 1.5 to 2 hours? Pick a block of time when you would not be rushed or distracted. (Mark only one)

- ☐ Monday – Thursday mornings before noon ☐ Friday morning before noon
- ☐ Monday – Thursday between noon and 5:00PM ☐ Friday afternoon between noon and 3:00PM
- ☐ Monday – Thursday between 5:00PM – 7:00PM ☐ Saturday between 9:00AM and noon


Other Support Services:

Career Services, Service-Learning and Cooperative Work Experience Education (CWEE), EOPS, and DSP&S

- | | Yes | No |
|--|-----------------------|-----------------------|
| 16. Are you aware that Career Services can assist you with exploring careers and with the job search process? | <input type="radio"/> | <input type="radio"/> |
| 17. There is sufficient advertisement of career-related events (Resume Rallies, Job Fairs, Workshops, etc.) on campus. | <input type="radio"/> | <input type="radio"/> |
| 18. I would like to be made aware of events such as Job fairs, Recruitments and Career-Related Workshops via my email. | <input type="radio"/> | <input type="radio"/> |
| 19. Are you aware of the Service-Learning Program on campus? | <input type="radio"/> | <input type="radio"/> |
| 20. Getting involved in my community through service-learning or volunteering is important to me. | <input type="radio"/> | <input type="radio"/> |
| 21. Are you aware that you can earn elective units for internships and work experience through Cooperative Work Experience Education (CWEE)? | <input type="radio"/> | <input type="radio"/> |
| 22. Are you aware of the Disabled Student Program and Services available on campus? | <input type="radio"/> | <input type="radio"/> |
| 23. Are you aware of the services provided by the Extended Opportunities, Programs and Services (EOPS)/CARE program? | <input type="radio"/> | <input type="radio"/> |

Reason for Attending College of the Canyons

24. Please indicate your *primary* reasons for attending College of the Canyons. (*Mark all that apply*)

- ☐ Cost ☐ Location ☐ Availability of needed classes ☐ Availability of parking ☐ High-quality instruction
☐ Special programs (e.g., EOPS/CARE, DSP&S, Veterans, Reentry, etc.) ☐ Beauty of campus facilities/grounds
☐ Did not get into a four-year college/university ☐ Transferability of courses to four-year colleges/universities
☐ Specific field of study offered (for example, Nursing, Fire Tech, Water Tech, Plumbing, etc.) ☐ Other (please specify):

Demographic Data

25. Please indicate your gender. Female ☐ ☐ Male
26. Please indicate your age.
☐ 18 years or younger ☐ 19 - 24 ☐ 25 - 30 ☐ 31 - 40 ☐ 41 - 50 ☐ 51 or older
27. Please indicate your race/ethnicity.
☐ African American/Black ☐ Filipino ☐ Native American/Alaskan Native ☐ Decline to State
☐ Asian/Pacific Islander ☐ Hispanic/Latino ☐ White/Caucasian ☐ Other:
28. How many hours per week do you work?
☐ None ☐ 1 - 9 ☐ 10 - 19 ☐ 20 - 29 ☐ 30 - 39 ☐ 40 +
29. Please indicate the educational goal(s) you intend to pursue at College of the Canyons (*Mark all that apply*).
☐ Develop job skills, including obtaining a certificate ☐ Obtain an associate degree ☐ Enroll for personal development
☐ Develop job skills without obtaining a certificate ☐ Transfer to a four-year university

Thank you for completing this very important survey.

College of the Canyons is very interested in finding out how students feel about their experience at the College. Your responses are very important in helping determine whether the programs and services we offer are meeting your needs. Thank you very much for completing this survey. We appreciate your comments and suggestions.

Instructional Programs and Services

1. Please rate your satisfaction with each aspect of instruction and services at the *Valencia Campus* listed below:

- | | | | | | | | |
|----|---|---|---|---|---|---|---|
| a. | Variety of courses offered | O | O | O | O | O | O |
| b. | Hours/times of courses offered | O | O | O | O | O | O |
| c. | Availability of courses offered | O | O | O | O | O | O |
| d. | Overall quality of instruction | O | O | O | O | O | O |
| e. | Overall quality of your program of study/major | O | O | O | O | O | O |
| f. | Overall diversity of course delivery modes (on ground, hybrid or online) | O | O | O | O | O | O |
| g. | Major and certificate options available | O | O | O | O | O | O |
| h. | Library Services and Collections (hours, databases, staff, resources) | O | O | O | O | O | O |
| i. | Classroom environments (room temperature, seating, lighting, technology, etc. are conducive to learning). | O | O | O | O | O | O |
| j. | Learning Center (formerly TLC Lab) | O | O | O | O | O | O |
| k. | College website | O | O | O | O | O | O |
| l. | Wireless Access on Campus | O | O | O | O | O | O |
| m. | Computers and software for student use | O | O | O | O | O | O |
| n. | Computer and software training | O | O | O | O | O | O |

Please use the following scale for questions 2-4.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
2. I am familiar with the student learning outcomes in my course(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The syllabus for this course specifies the course student learning outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I am familiar with the student learning outcomes for my program / major.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use the following scale for questions 5-6.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
5. The syllabus publishes the college's positions concerning student academic honesty/plagiarism and the consequences for dishonesty.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I have a clear understanding of how I am graded in this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Does the price of a textbook influence your course selection?	Yes <input type="radio"/>	<input type="radio"/>	No <input type="radio"/>			
8. What type of textbook would you prefer? <i>(Mark all that apply)</i>	<input type="radio"/> New	<input type="radio"/> Used		<input type="radio"/> Rental		



9. Please rate your agreement with the following statements related to your learning experiences at the Valencia campus.

	Strongly Disagree	Disagree	Neutral	Agree	Not Applicable
a. Faculty foster an open environment for student-teacher discussions of ideals related to course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. In general, instructors at this college attempt to be fair and objective in their presentation of course material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Overall, grading is conducted in a fair and impartial manner following clear standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. I have the opportunity to provide feedback on how to improve my learning experience at this college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. The education and training I receive at this college greatly contributes to achieving my educational and/or career goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Student Learning and Engagement

10. Please rate how often you have done each of the following during your learning experience at COC this semester.	Never	Sometimes	Often	Very often	Don't know
a. Asked questions in class or contributed to class discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Worked on a paper or project that required integrating ideas or information from various sources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Worked with other students on group projects for class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Worked with other students outside of class to prepare for class assignments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Used email to communicate with your instructors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Discussed grades, ideas, assignments, or other class-related issues with your instructors outside of class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Received prompt oral or written feedback from instructors on your performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Worked harder than you thought you could to meet an instructor's expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Come to class without completing readings or assignments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Skipped or been late to class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Participated in or utilized campus resources (e.g., library, CWEE, service learning, career center).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Attended a workshop or tutoring session in the Learning Center (formerly TLC Lab).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. During this current semester, how much has your coursework emphasized the following activities?	Never	Sometimes	Often	Very often	Don't know
a. Memorized facts or ideas to repeat them in the same fashion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Analyzed elements of an idea, theory, method or story.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Synthesized and organized ideas and information in new ways.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Evaluated the validity of information or arguments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Applied concepts or skills to practical problems or situations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. How much does this college emphasize the following?	Never	Sometimes	Often	Very often	Don't know
a. Encourage you to spend significant time studying and preparing for class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Provide you with the support you need to succeed at this college.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Encourage contact among students from different backgrounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Encourage you to read or research beyond the materials covered in your classes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- | | Not at all | Very Little | Often | Very Often | Almost Always |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 13. To what extent have your coursework and assignments challenged you to do your best at this college this semester? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

College of the Canyons Dianne G. Van Hook University Center, located on COC's campus, currently offers 40 bachelor, masters, credentialed and advanced certificate programs from six colleges and universities including California State University Bakersfield, University of La Verne, Brandman University, California State University Northridge, California State University Los Angeles and National University.

14. Are you aware of the University Center? Yes ☐ No ☐
15. Are you interested in pursuing an advanced degree (e.g., Bachelor's, Master's, etc.) in the University Center? Yes ☐ No ☐

- a. If yes, please indicate the program or major you are interested in pursuing:

Demographic Data

16. Please indicate your gender. Female ☐ Male ☐

17. Please indicate your age.

☐ 18 years or younger ☐ 19 - 24 ☐ 25 - 30 ☐ 31 - 40 ☐ 41 - 50 ☐ 51 or older

18. Please indicate your race/ethnicity.

☐ African American/Black ☐ Filipino ☐ Native American/Alaskan Native ☐ Decline to State
☐ Asian/Pacific Islander ☐ Hispanic/Latino ☐ White/Caucasian ☐ Other:

Fall 2012 Valencia Campus - Instruction

3

19. How many hours per week do you work?

☐ None ☐ 1 - 9 ☐ 10 - 19 ☐ 20 - 29 ☐ 30 - 39 ☐ 40 +

20. Please indicate the educational goal(s) you intend to pursue at College of the Canyons (*Mark all that apply*).

☐ Develop job skills, including obtaining a certificate ☐ Obtain an associate degree ☐ Enroll for personal development
☐ Develop job skills without obtaining a certificate ☐ Transfer to a four-year university

21. When do you most prefer to take classes at this college? ☐ Morning ☐ Afternoon ☐ Evening

22. Which campus would you prefer to attend for most of your classes (*Mark only one*) ☐ Valencia ☐ Canyon Country ☐ Online

Thank you for completing this very important survey.

COLLEGE OF THE CANYONS
Academic Senate Memorandum

TO: Members of the Academic Senate
FROM: Dr. Edel Alonso, Academic Senate President
DATE: September 13, 2012
RE: Academic Senate Budget 2012-2013

Budget Activity	Allocated Budget	Projected Expenditure	
Conferences	4,700	ASCCC Area C Pre-Plenary Session Meeting	TBD
		ASCCC Fall 2012 Plenary Session (11/8-10)	TBD
		ASCCC Accreditation Institute (2/8-9)	TBD
		ASCCC Area C Pre-plenary Session Meeting	TBD
		ASCCC Spring 2013 Plenary Session (4/19-20)	TBD
		ASCCC Leadership Institute (6/13-15)	TBD
		ASCCC Curriculum Institute (7/11-13)	TBD
		ASCCC Academic Academy	TBD
		ASCCC SLO and Assessment Institute	TBD
		ASCCC Vocational Education Institute (3/20-22)	TBD
Mileage	610	Mileage	TBD
New Equipment	2,000	2 Desk Chairs for Senate Office	TBD
		Lap Top Computer for Faculty Center	TBD
		Ceiling-mounted Projector for Faculty Center	TBD

		Pull-down Projection Screen for Faculty Center	TBD
Supplies	330	Office Non-instructional Supplies	TBD
TOTAL	7,640		TBD

EAlonso/9-10-2012