College of the Canyons
Academic Senate Agenda
February 14, 2013 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: December 13, 2012 (pg.2
      b. Approval of the Curriculum Summary Meeting: February 7, 2013 (pg.4)
      c. Approval of Discipline assignment for the following FT faculty:
         1. Dr. Carlo Chan, Mathematics
         2. Dr. Monica Dabos, Mathematics
         3. Lori Gregory, Interim Director, Medical Laboratory Technologies
         4. Peter Hepburn, Librarian
         5. Ted Iacenda, PE/Head Coach, Football
         6. Adam Kaiserman, English
         7. Renee Marshall, Early Childhood Education Instructor
         8. Dustin Silva, Mathematics
         9. Joseph Voth, English
      d. Approval of Department Chairs:
         1. Chris Ferguson, Computer Science
         2. Lori Gregory, MLT
         3. Howard Fisher, Physical Education
   4. President's Report
   5. Vice-President's Report

B. Committee Reports
   1. Academic Staffing Committee – Wendy Brill-Wynkoop
   2. Calendar Committee – Garrett Hooper

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. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items
   1. BP 5053 Matriculation – Assessment (pg.19)
   2. 5 CA ADC & 58108 & 58108 Registration and Enrollment Procedures (Document for reference) (pg.20)
   3. BP 5055 Enrollment Priorities (Wilding) (pg.24)
   4. AP 5055 Enrollment Priorities (Andrus) (pg. 25)

E. Action Items
   1. Program Review Committee Operating Procedures (pg. 16)

F. Division Reports
G. Announcements
H. Open Forum
I. Adjournment

The next Senate meeting is **February 28, 2013**.
As always everyone is welcomed.

Summary of Academic Senate Meeting December 13, 2012

Attendance: Edel Alonso, Lee Hilliard, Victoria Leonard, Rebecca Eikey, Juan Buriel, Shane Ramey, Ann Lowe, Deanna Riviera, Wendy Brill-Wynkoop, Michael Sherry, Regina Blasberg, Chelley Maple, Michelle La Brie and Paul Wickline

A.Routine Matters
1. Call to order: Edel called the meeting to order at 3:00 p.m. when quorum was established.
2. Approval of the agenda: **Approved**
3. Adoption of the Consent Calendar
   a. Approval of the Academic Senate Summary for November 29, 2012: **Approved**
   b. Approval of the Summary for Curriculum Committee Meeting December 6, 2012: **Approved**

4. A.Report of Dr. Edel Alonso, Senate President:
   ✓ Edel discussed Budget Parameters. She had proposed to PAC-B organizing the budget parameters into categories. A subcommittee was established and Edel worked with the committee. The committee finalized the parameters into four main categories:
   >   Expenses
   >   Revenues
   >   Student Access and Successful Completion
   >   Criteria for fiscally responsible budget
   Extra section added: Community College Regulations that influence the unrestricted budget. The mission statement was also added. The revised parameters were e-mailed to the members of PAC-B for input and then it will move forward to presentation to the board of trustees for January. It is the guidelines toward the budget.
   ✓ At the board meeting Barry Gribbons gave a presentation on, "What is going to be the Score Card". With the Student Success Act every community college will have to report some data in terms of completion rates, retention rates, student demographics, transfer rates and the like. The ARC report did not seem to provide the information they needed and the data was not as good as it could have been. The new score card will look like a version 2 of the ARC. The data will also no longer be reported in peer groups.
   ✓ We will see 7 new faculty hires in January to fill positions vacated because of retirements pending Board of Trustees approval. The 7 new hires will meet the Faculty Obligation Number (FON). All positions will start in the spring.

   B.Report of VP Senate Paul Wickline: No report

B.Committee Reports: No reports

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. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items

1. Calendar committee wanted to change the college calendar from 4 to 3 terms and wanted to forward the proposal to the BOT for approval in January, but when approached, Edel said there had to be discussion by the faculty and Senate. There was discussion that before any such discussion takes, place, there needs to be information and data gathered on the subject. A discussion ensued on the impact of such a change on individual divisions and departments:

- ✓ How faculty will be paid
- ✓ Division chair issues
- ✓ How and why we would implement this
- ✓ There are four year schools that are already doing this
- ✓ For Nursing this is good schedule and this is also good for Veterans
- ✓ Impact for Sciences when inventory and other tasks take place during winter and summer
- ✓ Impact for Welding and CTE no time to prepare facilities
- ✓ How does this affect FLEX? How many FLEX weeks will there be?
- ✓ 50-50-50 compensation for additional work
- ✓ Success is an issue
- ✓ A survey needed
- ✓ Material expense
- ✓ Are we going to generate FTES going to 16 weeks?
- ✓ Calendar change would have to be negotiated as part of union contracts.

2. Program Review Committee Operating Procedures. Paul Wickline reviewed changes from the last meeting and there were no questions. This item will come back in February as an Action Item.

E. Action Items

1. Approval of AA-T and AS-T Majors Report to the Chancellor's Office: **Approved**
2. By-Laws for the Academic Senate: **Approved**
3. Emeriti Status for Diane Ayres, Leslie Bretall and Doug Forbes: **Approved.**
 Their photos are up on the wall in BONH 330.

F. Division Reports:

- ✓ Allied Health: Lori Brown cannot continue so we are looking for a replacement
- ✓ Also looking for a replacement for Jennifer Brezina
- ✓ Adjunct: Nothing to report
- ✓ Humanities: Nothing
- ✓ SSB: 23 yes 8 no 2 abstentions regarding My Canyons. A choice not a mandate.

G. Announcements: None

H. Open Forum: No comment
I. Adjournment: 4:23 p.m.

CURRICULUM COMMITTEE SUMMARY

February 7ᵗʰ, 2013   3:00 pm – 4:30 pm   BONH-330

Items on "Consent" are recommended for approval as a result of Technical Review meetings held on January 28ᵗʰ & 29ᵗʰ, 2013:

<u>Members present</u>: 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; Matsumoto, Saburo – Member at Large; Ramey, Shane – Adjunct Faculty; Ruys, Jasmine – Admissions & Records, Non-voting member; Stanich, Diana – Physical Education & Athletics; Solomon, Diane – Member at Large; <u>Voth</u>, Joseph – Humanities; Waller, Tina – Allied Health; Pamela Williams-Paez – Social Science & Business (Substitute for Anne Marenco)
<u>Members absent</u>: Richter, Christy – Enrollment Services

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
FIRETL	10A	Ocean Lifeguard Training Academy	**Units changing to 5.50 - Approved**	A. Green	Summer 2013
FIRETL	10B	Lifeguard Cadet	**Units changing to 3.00 - Approved**	A. Green	Summer 2013
FIRETL	10C	Ocean Lifeguard Recheck Instructor Training	**Units changing to 0.50 - Approved**	A. Green	Summer 2013
FIRETL	10D	Lifeguard Academy Instructor Training	**Units changing to 1.00 - Approved**	A. Green	Summer 2013
FIRETL	10E	Annual Ocean Lifeguard Recertification Inservice – Permanent	**Units changing to 3.00 - Approved**	A. Green	Summer 2013
FIRETL	10F	Annual Ocean Lifeguard Recertification Inservice – Recurrent	**Units changing to 1.50 - Approved**	A. Green	Summer 2013
FIRETL	30A	Advanced Diver Inservice Training	**Units changing to 4.00 - Approved**	A. Green	Summer 2013
FIRETL	30B	Personal Watercraft Surf Rescue Instructor	**Units changing to 0.50 - Approved**	A. Green	Summer 2013
FIRETL	30G	Boat and Marine Firefighting	**Units changing to 2.50 - Approved**	A. Green	Summer 2013
FIRETL	30I	Personal Watercraft Surf Rescue – Basic	**Units changing to 0.50 - Approved**	A. Green	Summer 2013
FIRETL	30J	Personal Watercraft Surf Rescue – Operator	**Units changing to 0.25 - Approved**	A. Green	Summer 2013
FIRETL	30K	Rescue Boat Operator	**Units changing to 0.75 - Approved**	A. Green	Summer 2013
FIRETL	40A	CPR Instructor Certification	**Units changing to 0.50 - Approved**	A. Green	Summer 2013

Subject	#	Title	Description of action	Author	Effective
FIRETL	40D	EMT Recertification for Lifeguards – Permanent	**Units changing to 0.25 - Approved**	A. Green	Summer 2013
FIRETL	40E	EMT Recertification for Lifeguards – Recurrent	**Units changing to 0.50 - Approved**	A. Green	Summer 2013
NC.BCSK	SBC	Summer Bridge Counseling	**Remove co-requisites of NC.BCSK-SBE & NC.BCSK-SBM - Approved**	D. Stewart	Summer 2013
NC.BCSK	SBE	Summer Bridge English	**Remove co-requisites of NC.BCSK-SBC & NC.BCSK-SBM - Approved**	D. Stewart	Summer 2013
NC.BCSK	SBM	Summer Bridge Math	**Remove co-requisites of NC.BCSK-SBC & NC.BCSK-SBE - Approved**	D. Stewart	Summer 2013

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
FIRETL	20A	Field Communication for Lifeguard Emergencies – Permanent	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	20B	Field Communication for Lifeguard Emergencies – Recurrent	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	20C	Ocean Lifeguard Specialist Orientation	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	20D	Lifeguard Captain Orientation	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	30C	Emergency Sand Diving	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	30D	Inflatable Rescue Boat – Basic	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	30E	Inflatable Rescue Boat – Operator	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	30F	Inflatable Rescue Boat – Instructor	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	30H	Basic Boat Operations	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	40B	Emergency Medical Technician I for Lifeguards – Primary	Course will no longer be offered - **Approved**	A. Green	Summer 2013
FIRETL	40C	Paramedic Continuing Education	Course will no longer be offered - **Approved**	A. Green	Summer 2013

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
BUS	157	Entrepreneurial Finance	**Changed title**, revised descriptions, **revised SLO**, revised objectives and content, updated texts. **Removed recommended preparation of MATH-103, 111, 130, 140. - Approved**	D. Bauwens	Fall 2013
CIT	010	Exploring Computers – Brief	Revised descriptions, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	011	Microsoft Windows – Brief	Revised descriptions, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013

CIT	035	The Internet-Brief	Revised descriptions, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	074	Introduction to Photoshop	Revised descriptions, **revised SLO's (2)**, revised objectives and content. - **Approved**	A. Stroser	Fall 2013
CIT	098A	Microsoft Windows Workshop	Revised descriptions, **revised SLO**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	098B	Microsoft Word Workshop	Revised descriptions, **revised SLO**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	098C	Microsoft Excel Workshop	Revised descriptions, **revised SLO**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	098D	Microsoft Access Workshop	Revised descriptions, **revised SLO**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	098E	Microsoft PowerPoint Workshop	Revised descriptions, **revised SLO**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	105	Microsoft Windows	Revised schedule description, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	145	Quickbooks	Revised descriptions, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	150	Microsoft Word I	Revised schedule description, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	151	Microsoft Word II	Revised schedule description, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	155	Microsoft Excel I	Revised schedule description, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	M. Lipman	Fall 2013
CIT	170	Web Site Development I	Revised descriptions, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	A. Stroser	Fall 2013
CIT	173	Web Development: Dreamweaver	**Changed title**, revised descriptions, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	A. Stroser	Fall 2013
CIT	175	Web Development: Flash	**Changed title**, revised descriptions, **revised SLO's (2)**, revised objectives and content, updated text. - **Approved**	A. Stroser	Fall 2013

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
COMS	250H	Process of Communication – Honors	3 units, 54 hours of lecture, not repeatable. **New SLO, Added DLA. – Tabled, Communications department will meet and discuss the validity of offering this course as an honors section**	V. Leonard	Fall 2014
NURSNG	051	Home Health Aide	1.75 units, 22.5 hours of lecture, 27 hours of lab, not repeatable. **New SLO's (2). Added prerequisite of ~TB test, physical examination within the last six months. Proof of vaccination for hepatitis B (or signed waiver), rubella, mumps, diphtheria, and tetanus. Criminal clearance and current CPR card (for health-care providers) required. Added recommended preparation of ENGL-091. - Approved**	D. Baker	Fall 2013

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
English	A.A.-T Degree	18 total units, **New program SLO's (2). – Tabled, feedback was given on the structure of the degree proposal. Proposal will come back to the committee after courses within the degree have been submitted for C-ID approval.**	J. Cheng-Levine	Fall 2013-Pending State Approval

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
NURSNG	051	Home Health Aide	- **Approved**	D. Baker

NEW PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
NC.BCSK	SBC	Summer Bridge Counseling	Remove co-requisites of NC.BCSK-SBE & NC.BCSK-SBM - **Approved**	D. Stewart
NC.BCSK	SBE	Summer Bridge English	Remove co-requisites of NC.BCSK-SBC & NC.BCSK-SBM - **Approved**	D. Stewart
NC.BCSK	SBM	Summer Bridge Math	Remove co-requisites of NC.BCSK-SBC & NC.BCSK-SBE - **Approved**	D. Stewart
NURSNG	051	Home Health Aide	Added prerequisite of ~TB test, physical examination within the last six months. Proof of vaccination for hepatitis B (or signed waiver), rubella, mumps, diphtheria, and tetanus. Criminal clearance and current CPR card (for health-care providers) required. Added recommended preparation of ENGL-091. - **Approved**	D. Baker

Discussion Items:

1. The committee discussed concerns about approving honors courses. In particular the committee expressed concerns that many honors courses had heavy writing assignments but were not able to have an English prerequisite due to Title 5 restrictions. In addition the committee was concerned about approving too many courses within the same GE area. The committee decided to examine this issue more and asked the member from counseling and the Articulation Officer to supply them with more information about the transferability of honors courses.

New Courses Includes ISA's	1	Modified Non Credit Courses	3	Modified Prerequisites	3
New Programs	-0-	New DLA's	-0-	Deleted Courses	11
Modified Courses	26	New SLO's	2	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	36	Proposals Reviewed in Technical Review Session	50
New Non Credit Courses	-0-	New Prerequisites	1	Proposals Returned from Technical Review Session	24

HUMAN RESOURCES OFFICE

Date: January 10, 2013

To: Dr. Edel Alonso
               President, Academic Senate

From: Julianna D. Mosier
               Sr. Human Resources Generalist

Subject: Discipline Assignment – Dr. Carlo Chan

The following information is provided for discipline assignment

<u>Dr. Carlo Chan</u>

Dr. Chan has been hired as a full-time Mathematics Instructor (Generalist), effective start date January 28, 2013.   The following is provided for discipline assignment.

Ph.D., Mathematics, University of California, Irvine
M.S., Mathematics, University of California, Irvine
B.S., Mathematics, University of California, Irvine

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

- Mathematics

HUMAN RESOURCES OFFICE

Date: January 14, 2013

To: Dr. Edel Alonso
                 President, Academic Senate

From: Julianna D. Mosier
                 Sr. Human Resources Generalist

Subject: Discipline Assignment – Dr. Monica Dabos

The following information is provided for discipline assignment

Dr. Monica Dabos

Dr. Dabos has been hired as a full-time Mathematics Instructor (Statistics Specialist), effective start date January 28, 2013.   The following is provided for discipline assignment.

Ph.D., Education, University of California, Santa Barbara
M.S., Statistics, University of California, Santa Barbara
B.S., Mathematics, University of California, Santa Barbara
B.A., Education, Florida State University
A.A., General Education, Tallahassee Community College

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

- Mathematics
- Education

HUMAN RESOURCES OFFICE

Date: January 16, 2013

To: Dr. Edel Alonso
               President, Academic Senate

From: Julianna D. Mosier
               Sr. Human Resources Generalist

Subject: Discipline Assignment – Lori Gregory

The following information is provided for discipline assignment:

Ms. Lori Gregory

Ms. Gregory has been hired as the Director, Medical Laboratory Technologies on a one-year temporary contract, effective start date January 28, 2013.   The following are the requirements for a Director of a Medical Laboratory Technology program:

The Program Director must be a clinical laboratory scientist/medical technologist who:
1. Holds a nationally recognized generalist applicable certification (licensed CLS or MLT); and
2. Has a bachelor's degree or higher; and
3. Has three years of experience in clinical laboratory science education
4. Possession of current CA CLS or MLT license as of January 2013.

The following is provided for discipline assignment.

- **California Licensed CLS valid through 6/14/2014**
- **B.A., Biology, California State University, Northridge**
- **27 years of experience in clinical laboratory science education & training**

Therefore, it would appear that Ms. Gregory
qualifies for the discipline(s) of:

- **Medical Laboratory Technologies**

HUMAN RESOURCES OFFICE

Date: January 22, 2013

To: Dr. Edel Alonso
                President, Academic Senate

From: Julianna D. Mosier
                Sr. Human Resources Generalist

Subject: Discipline Assignment – Mr. Peter Hepburn

The following information is provided for discipline assignment

<u>Mr. Peter Hepburn</u>

Mr. Hepburn has been hired as a full-time Head Librarian, effective start date February 1, 2013. The following is provided for discipline assignment.

Master of Library & Information Science, McGill University
B.A., Political Science, University of Victoria

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

- Library Science

HUMAN RESOURCES OFFICE

Date: February 6, 2013

To: Dr. Edel Alonso
                President, Academic Senate

From: Julianna D. Mosier
                Sr. Human Resources Generalist

Subject: Discipline Assignment for Ted Iacenda

The following information is provided for discipline assignment

Mr. Ted Iacenda

Mr. Iacenda has been hired as a full-time Physical Education Instructor/Head Coach, Football, effective Spring 2013.   The following is provided for discipline assignment.

- M.S., Sports Management, United States Sports Academy
- B.A., University Studies, The University of New Mexico
- 30 units in Physical Education at LMU Extension
- 6.5 years as a Teacher and Football Coach at Alemany High School
- .75 years as an Adult Hourly and Adjunct Physical Education Instructor at COC

Equivalency #1 is currently accepted for the discipline of Physical Education - 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.

Equivalency #2 is also currently accepted for the discipline of Physical Education - 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.

It appears Mr. Iacenda qualifies under equivalency #1 or #2 for the discipline of:

- **Physical Education**

HUMAN RESOURCES OFFICE

Date: January 15, 2013

To: Dr. Edel Alonso
               President, Academic Senate

From: Julianna D. Mosier
               Sr. Human Resources Generalist

Subject: Discipline Assignment – Dr. Adam Kaiserman

The following information is provided for discipline assignment

Dr. Adam Kaiserman

Dr. Kaiserman has been hired as a full-time English Instructor, effective start date January 28, 2013.   The following is provided for discipline assignment.

Ph.D., English, University of California, Irvine
M.A., English, University of California, Irvine
B.A., English, University of California, Santa Barbara

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

- English

HUMAN RESOURCES OFFICE

Date: January 15, 2013

To: Dr. Edel Alonso
             President, Academic Senate

From: Julianna D. Mosier
             Sr. Human Resources Generalist

Subject: Discipline Assignment – Ms. Renee Marshall

The following information is provided for discipline assignment

Ms. Renee Marshall

Ms. Marshall has been hired as a full-time Early Childhood Education Instructor, effective start date January 28, 2013.   The following is provided for discipline assignment.

M.A., Educational Administration, California State University, Northridge
M.A., Education, University of California, Santa Cruz
B.A., Psychology, University of California, Santa Cruz
3+ years full-time equivalent as an adjunct ECE at College of the Canyons
2+ years full-time equivalent as a pre-school teacher at UC Santa Cruz

• Equivalency #2 is currently accepted for the discipline of ECE - 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.

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

- Child Development/ECE
- Education

HUMAN RESOURCES OFFICE

Date: January 17, 2013

To: Dr. Edel Alonso
                   President, Academic Senate

From: Julianna D. Mosier
                   Sr. Human Resources Generalist

Subject: Discipline Assignment – Mr. Dustin Silva

The following information is provided for discipline assignment

Mr. Dustin Silva

Mr. Silva has been hired as a full-time Mathematics Instructor, effective start date January 28, 2013.   The following is provided for discipline assignment.

M.S., Mathematics, California State University, Northridge
B.S., Mathematics, University of California, Los Angeles

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

- Mathematics

HUMAN RESOURCES OFFICE

Date: January 10, 2013

To: Dr. Edel Alonso
               President, Academic Senate

From: Julianna D. Mosier
               Sr. Human Resources Generalist

Subject: Discipline Assignment – Mr. Joseph Voth

The following information is provided for discipline assignment

Mr. Joseph Voth

Mr. Voth has been hired as a full-time English Instructor, effective start date January 28, 2013. The following is provided for discipline assignment.

M.F.A., Creative Writing, California State University, Fresno
B.A., English, California State University, Fresno

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

- English

College of the Canyons
Academic Senate Program Review Committee Procedures

I. **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.

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

III. **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:
      i. Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
      ii. Review final instructional and administrative program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.
      iii. Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

IV. **Membership**
   a. The committee will be composed of appointed and standing members from faculty and administration.
      i. Appointed members
         1. 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

           ii. 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.

           iii. Standing members

               1. CIO or academic dean

               2. Director, Institutional Research

               3. Assistant Superintendent–Vice President, institutional development & technology or designee

               3. Academic Senate President or designee

               4. Professional Development Committee representative

               5. 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.

V. 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.

VI. 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, he/she may have another faculty member attend in his/her place.

BP 5053 Matriculation – Assessment

Reference: Title 5, Section

5053.1   Assessment is the process that combines the administration of assessment instruments, and other multiple measures, to determine student skill set levels in computational and language skills, assist students in identifying their aptitudes, interests and educational objectives, evaluate student's study and learning skills, and other factors that support their efforts to meet their educational objectives.

5053.2   All new students entering College of the Canyons will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below.

5053.3   Exemptions from assessment

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

B. Students who declare they are taking less than six units and those units are vocational or personal enrichment courses.

C. Students who present recent test scores from a U.S. community college that uses the same test vendor, and subject testing areas as College of the Canyons. Tests must have been taken within the last two years. The test cores will be filtered through the College of the Canyons multiple measures weighting formula and placement will be based on our cut scores.

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

E. **Students who achieve a "College Ready" designation in English on the Early Assessment Program (EAP) will be exempt from taking the English assessment at College of the Canyons for up to one year after high school graduation. The "College Ready" designation in English will make these students eligible to enroll in English 101 or English 101(H) at COC.**

5053.4   The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

Approved 05/23/12

5 CA ADC § 58108
§ 58108. Registration and Enrollment Procedures.

5 CCR § 58108

Cal. Admin. Code tit. 5, § 58108

Barclays Official California Code of Regulations Currentness
Title 5. Education
Division 6. California Community Colleges
Chapter 9. Fiscal Support
Subchapter 2. Limitations on State Aid
Article 1. Open Courses
➡**§ 58108. Registration and Enrollment Procedures.**

(a) Districts shall adopt policies and procedures for registration and standards for enrollment in any course that are consistent with these and other sections of title 5 and uniformly administered by appropriately authorized employees of the district.

(b) It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

(c) Registration priority, in the order of priority listed below, shall be provided to students:

(1) who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;

(2) who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;

(3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.

(d) Districts are not required to apply the registration priorities identified in subdivisions (c)(2) and (c)(3) of this section for courses offered during summer or intersessions.

(e) A district may provide students identified in subdivision (c)(1) or (c)(2) of this section with the same level of registration priority as long as a district ensures students identified in (c)(1) receive registration priority as required by Education Code sections 66025.8 and 66025.9.

(f) To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.

(g) Within the state registration priorities identified in subdivision (c) of this section, districts may establish the relative order of priority for additional subcategories of students within each of the three levels. Similarly situated students in the groups specified in subdivisions (c)(1) and (c)(2), respectively, shall be granted equal priority.

(h) Districts may establish additional registration priorities for students with priority lower than student groups covered by subdivision (c) of this section.

(i) Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:

(1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or

(2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

(A) For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in section 55023.

(B) The 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.

(C) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions.

(D) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors

or programs.

(E) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

(j) Beginning in the spring 2013 term, districts shall notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

(k) Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the district.

(*l*) Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites that are not expressly authorized in this chapter or in state law as barriers to enrollment in or the successful completion of a class.

(m) With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

(n) Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms.

(o) Districts shall ensure that the requirements of this section are adopted in local board policies and fully operational for registration for fall 2014

courses. Districts shall ensure that all policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 84500, Education Code.

HISTORY

1. Amendment of Note filed 5-15-93; operative 6-4-93 (Register 93, No. 25).

2. Amendment filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).

5 CCR § 58108, 5 CA ADC § 58108

This database is current through 1/25/13 Register 2013, No. 4

END OF DOCUMENT

Santa Clarita Community College District
POLICY MANUAL

POLICY: STUDENT SERVICES   **SECTION 5000**   **PAGE 1 OF 1**
5055   ENROLLMENT PRIORITIES   **DATE ADOPTED**

5055   ENROLLMENT PRIORITIES

Reference:
   Title 5, Sections 51006, 58106, 58108

5055.ENROLLMENT PRIORITIES

1. **All courses of the District shall be open to enrollment, subject to a priority system that is established in AP 5055. Enrollment will be limited to individuals who have completed an application, meet the requirements of the Education Code and Title 5, and are free of restrictions (such as holds on their records).**

2. **Validated prerequisites and co-requisites, or other limitations on enrollment may apply.**

3. Priority registration is afforded to specific student groups in accordance with **Education Code, Title 5, and local authority**. ~~administrative regulations when doing so significantly improves their chances for success at the College, or provides equalization of educational opportunity in accordance with statute. In addition, the College may provide for priority registration when the College places demands upon the schedule of a student group. For example, students, who must regularly attend College scheduled events, are given priority registration so that they can build a schedule that fits with the restrictions imposed by the College.~~

AP 5055   ENROLLMENT PRIORITIES

Reference: Title 5, Sections 51006, 58106, 58108

5055   Enrollment Priorities

        College of the Canyons establishes priority enrollment based on Level 1, 2, 3, and 4.

5505.1   ~~Continuing students are given registration priority according to the number of units completed. In establishing such a priority system, consideration is given to those students who have earned the higher number of units and would, therefore, be closest to completing their educational objectives.~~ Definitions used in this procedure:

        Good Standing – students who are not on Academic or Progress Probation for 2 consecutive semesters and students who are not on Dismissal status.

        Academic Difficulty- students who are on Academic or Progress Probation for 2 consecutive semesters and students who are on Dismissal status.

        Veterans- all students identified by the Reentry and Veteran's Program as a Veteran.

        Foster Youth- all students identified by the Foster Youth Liaison as a current or former foster youth.

        EOPS/CARE- students identified by the Extended Opportunities Program and Services office and CARE program.

        DSPS- students identified by the Disabled Students Program and Services office.

        Matriculated- students who have completed orientation, placement, and have a student education plan.

        Continuing- students who have continuously enrolled at College of the Canyons without missing a primary term.

        Returning- students who have stopped attending College of the Canyons, missed one or more primary terms, then returned to College of the Canyons.

        New Students- students who have never attended college and/or are enrolling in their first semester at College of the Canyons.

5055.2   Students in levels 1, 2, and 3, will lose their priority registration and move to level 4 if the student is not in good standing or has gone over 100 College of the Canyons cumulative units.

5055.3   Level 1- Veterans and Foster Youth matriculated students in good standing with less than 100 College of the Canyons cumulative units.

5055.4   Level 2- EOPS/CARE and DSPS matriculated students in good standing with less than 100 College of the Canyons cumulative units.

1. Priority registration is given to students who have petitioned for graduation, completion of a certificate, or have self- identified and were verified as **being enrolled** in the last semester prior to transfer. This priority will be given once to the student and must be identified prior to the "Early Graduation Petition Deadline" found in the college calendar. Students must have less than 100 College of the Canyons cumulative units and be in good standing.
2. Priority registration is given to flagged members of intercollegiate athletic teams, elected and appointed members of the Associated Students Government, members of MESA, members of CalWorks, and students currently enrolled at Academy of the Canyons (AOC). AOC students are only given this priority during fall and spring terms. Students must be continuing students who have less than 100 College of the Canyons cumulative units and are in good standing or are a fully matriculated new student.
3. Continuing Students in good standing who have between 20.0 and 99.9 College of the Canyons cumulative units.
4. New Fully Matriculated Students
5. Continuing Students in good standing who have between 0.0 and 19.9 College of

5055.6 Level 4- All remaining students who are not specified in the above levels. The remaining students are given priority after levels 1, 2, and 3 in the following order.

1. Returning students
2. Continuing students in Academic Difficulty
3. New Non-Matriculated Students
4. Continuing students with over 100 College of the Canyons cumulative units
5. High School Students

5505.7 Late Registration for all students is held during the one week period prior to the beginning of the term. Schedule changes may be made during the first two weeks of the term.

5055.8 Students may petition to have their registration date changed based on the following reasons.

- Extenuating Circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student)
- Students with disabilities who applied for but did not receive reasonable accommodations in a timely manner
- Students who demonstrate significant satisfactory academic improvement by earning at least a 2.25 GPA in at least 6 academic units ~~in a subsequent term,~~ **at the end of their third consecutive semester** but whose ~~term~~ **semester** GPA is not high enough to move the student into good standing
- Students who are in high unit programs and are following a current education plan

5505.2 ~~Student's who reach over 100 units, will revert to the lowest priority in the continuing student priority system.~~

5505.3 ~~EOPS and DSP&S students are given priority registration prior to continuing students.~~

5505.4 ~~Priority registration is given to members of intercollegiate athletic teams and elected and appointed members of the Associated Students Government.~~

5505.5
~~Priority registration is given to veterans identified by the Veteran Affairs official to have met the criteria to be considered a Veteran Affairs Student.~~

5505.6 ~~Academy of the Canyons students are given priority registration prior to the continuing students during the fall and spring terms.~~

5505.7 ~~Special registration assistance is available to students officially accepted into the COC nursing program and who have not satisfactorily completed the anatomy and/or physiology courses.~~

5505.8 Returning students (students who have previously attended and are returning after a break in attendance) are given priority registration appointments after the continuing student registration period in accordance with the date of the filing of their application for re-admission. These students will be re-entered into the regular priority system for continuing students in subsequent semesters.

5505.9 New students are given priority registration appointments after the continuing and returning student registration period in accordance with the date of the filing of their application for admission and their participation in the required College Matriculation Program.

5505.10   New or returning students who have already earned and Associate degree or higher at another college or university are given registration priority as if they had earned no previous units. These students do not need to participate in the College Matriculation Program to earn a new student registration date.

5505.11   High school students are given priority registration appointments after the continuing and returning student registration period in accordance with the date of the filing of their special admission form to the Office of Admissions and Records.

5055.12   Late registration for all students who did not participate in any of the priority registration periods, as well as registration for all students, is held prior to the beginning of each term and during the first week of classes of each term.

5055.13   A student may challenge his/her registration priority assignment by filing a petition in the Admissions and Records office.

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