

College of the Canyons
November 7, 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. Approval of the Consent Calendar:
 - a. Academic Senate Meeting Summary: October 24, 2013 (p2)
 - b. Curriculum Committee Meeting Summary: October 31, 2013 (p5)
4. President's Report
5. Vice-President's Report

B. Committee Reports

1. Calendar Committee – Garrett Hooper
2. Curriculum Committee – Ann Lowe

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Orphan Courses – in SLO Committee
4. 20+ policies from Administration – in Policy Review Committee
5. ISLO LEAP - under discussion at Division level
6. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data

D. Discussion Items

1. Proposal to split Manufacturing from Engineering Technologies Dept. – Regina Blasberg (p8)
2. Proposal to split Alternative Energy Dept. into Alternative Energy and Plumbing - Regina Blasberg (p11)
3. Proposed Revisions to BP 4250 Probation, Disqualification and Re-admission – David Andrus (p14)
4. Proposed New AP 4255 Disqualification and Dismissal – David Andrus (p18)
5. Proposed Revisions to AP 4250 Probation – David Andrus (p21)

E. Action Items

1. Approve New BP 4020 and AP 4020 Program and Curriculum Development (p24)
2. Approve Revisions to Department Merger and Splitting Procedures (p26)

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Academic Senate meeting will be **November 21, 2013**
As always everyone is welcomed

Summary of the Academic Senate Meeting October 24, 2013

Attendance: Edel Alonso, Paul Wickline, Anais Amin, Ron Karlin, Ruth Rassool, Miriam Golbert, Ann Lowe, Deanna Riviera, Howard Fisher, Jennifer Brezina, Peter Hepburn, Thea Alvarado, Rebecca Eikey, Rebecca Shepherd, Shane Ramey, Amy Shennum, Juan Buriel, Garrett Hooper and David Andrus

A. Routine Matters

1. Call to order: 3:05 p.m.
2. Approval of the Agenda: **Approved**
3. Approval of the Consent Calendar: **Approved**
4. Report of the Senate President, Dr. Edel Alonso:
 - Edel announced that she has decided not to retire at the end of this academic year so that she can serve as PAC-B faculty co-chair this year and be here for the accreditation visit in 2014-15.
 - Edel reported that Dr. Van Hook contacted her surprised at the resolution the Senate passed at its last meeting and that Edel read at the last Board of Trustees meeting. However, the resolution was discussed at several Senate committee meetings with administrators in attendance and at past Senate meetings as reported in Senate summaries.
 - The southern California Area C Academic Senate Presidents met last Saturday in preparation for the fall 2013 ASCCC Plenary Session to take place Nov. 7-9. AB 955 was discussed. It allows 6 community colleges, including COC, to pilot offering courses during winter and summer sessions for a fee to cover the full cost of the class. The administration and ASG at COC supported and advocated for passage by of the legislation. The bill was opposed by the ASCCC and CTA for creating a two-tiered system of classes. However, COC will not be able to participate next year because it did not meet its enrollment targets last year. There is only one of the 6 colleges moving forward with the pilot, Long Beach City College. The bill mandates that these class offerings do not supplant classes in the regular program but rather be offered in addition to the regular offerings.
 - Edel reported that the Accreditation Standards committees are busy meeting and writing the self-study. The goal is to complete a draft by the end of the fall semester.

Report of the Vice-President, Paul Wickline

Paul reported that the Program Review Committee will offer two “data coaching” FLEX workshops this semester in a joint effort with Institutional Development, Academic Affairs, and the Office of Instruction. All faculty, department chairs and anyone interested in learning how to interpret the data in the Program Review tables are invited. This was an idea of Dr. Buckley, our CIO, and Denee Pescarmona, Dean of Student Success. The sessions are scheduled for next Wednesday, October 30th 3:00 pm to 5:00 pm and Friday, November 1st 10:00 am to 12:00 pm. Depending on attendance and demand, additional sessions may be offered before work on Program Reviews get under way in the spring semester.

B. Committee Reports:

1. Staffing Committee – Wendy Brill Wynkoop, Chair

Wendy reported that the committee is going to hear presentations for new faculty positions. Departments with faculty positions on the list do not need to make presentations to the committee again. The committee has a three year list that aligns with Program Review so instead of making a new list of positions every year, it is trying to be more efficient and maintain the list for three years and show some history of how long positions have been on the list. We have one more year left of this list. Presentations are scheduled for November 12 and deliberations for November 19. The committee has made a recommendation to hire a replacement for the English position formerly held by Denee Pescarmona and it is hearing a presentation to replace two counseling positions in November that will be vacant by the end of fall semester due to a resignation and a retirement. A question was asked about a rumored miscalculation on FON. Wendy explained that the miscalculation was made at the CCC Chancellor's office for the entire state and it was our own Cindy Grandgeorge who found the miscalculation and then notified the Chancellor's office so that every community college's FON was recalculated appropriately.

2. SLO Committee – Rebecca Eikey, Chair

Rebecca attended a Strengthening Student Success Conference in the Bay area together with other COC faculty and administrators. She attended a presentation given by Susan Clifford and Krista Johns of ACCJC. She was informed that the ACCJC is requiring that colleges have program level SLO results available on the college website for easy access by constituents. The SLO Committee discussed this mandate and made recommendations to accomplish this including uploading Program SLOs, percentage of passed SLOs and use of the results on the Institutional Development webpage. Departments would review this information before making it public on the website. Rebecca asked the Senators to inform their Divisions.

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Calendar Options 2014-2015 – in Calendar Committee
4. Orphan Courses – in SLO Committee
5. 20+ policies from Administration – in Policy Committee
6. ISLO LEAP - under discussion at division level
7. Discipline Assignments for Adjunct Faculty Fall 2013 - HR compiling data
8. New AP 4020 Program and Curriculum Development – in Policy Review Committee

D. Discussion Items

1. New BP 4020 Program and Curriculum Development – David Andrus

David reviewed the Policy Review Committee's proposed changes to BP 4020, a new policy drafted and referred to the Senate in order to meet an Accreditation Standard. David reported that Dr. Buckley attended the Policy Review Committee meeting where it was explained that the Policy Review Committee is a committee of the Senate and not of the college. The committee is charged with reviewing policies related to academic and professional matters and under the

direction of the Academic Senate only. The committee is especially taxed this semester with reviewing a large number of new and revised policies to meet accreditation standards. It was suggested that the writing and reviewing of policies should be an ongoing effort to avoid last minute urgent requests for accreditation. The accompanying AP 4020 is still being reviewed in relation to the new Program Viability policy and procedures that the Senate passed at its last meeting. David also made the point that the Policy Review Committee has made the recommendation that the term “CEO” be used consistently in all policies and procedures to clarify the difference with the community college system’s “Chancellor.” AP 4020 will come back as an action item on the next Senate agenda. .

E. Action Items

1. Revisions to BP & AP Academic Freedom – David Andrus: Only change is the policy number for consistency with other four digit codes and also a new AP now. **Approved**
2. Revisions to Curriculum Committee Procedures – Ann Lowe: Changes are in bold. **Approved**
3. Revisions to BP & AP 4021 Program Viability – David Andrus: Changes are in bold. **Approved**
4. Confirmation of Faculty Appointed by Academic Senate President to Committees – Edel Alonso: Corrected rosters will be posted on Senate website. **Approved.**

F. Division Reports:

SSB: Dr. Buckley attended a division meeting and answered questions.

Fine and Performing Arts: Jasmine Ruys attended a division meeting and talked about the Student Success Act. Many performances and exhibits are scheduled for the semester including a photo exhibit in the University Center Lobby. Check out the calendar for dates.

Student Services: Student Services Division reps are visiting all other divisions to talk about the Student Success Act and the preparations for its impact. .

ASG: Student Rep Anais Amin reported that ASG had a joint meeting with the district’s Board of Trustees, announced some upcoming activities including ASG goals for the year, their leadership conference, a fundraiser to raise \$5000 to fund a section of the Culinary Arts Building.

G. Announcements:

- Upcoming Calendar Committee open forum to discuss last year's proposal to change the academic calendar is scheduled for October 28, 2013 at 2:00 pm in BONH 330.
- Next Senate meeting will take place on the first Thursday instead of the second Thursday of the month. It will take place November 7th.
- ASCCC Fall 2013 Plenary Session will take place November 7-9. Both the Senate President, Edel Alonso, and the Vice-President, Paul Wickline, will attend.

H. Open Forum: No comments

I. Adjournment: 4:35 p.m.

CURRICULUM COMMITTEE SUMMARY

October 31st, 2013

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of Technical Review meetings held on October 8th, 22nd, and 28th 2013:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Hilliard, Lee – Career & Technical Education; Hyatt, Rhonda – Physical Education & Athletics (substitute for Diana Stanich); Karlin, Ron – Member at Large; Lowe, Ann – Co-Chair, Faculty; Matsumoto, Saburo – Member at Large; Marenco, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Enrollment Services; Voth, Joseph – Humanities; Waller, Tina – Allied Health

Members absent: Green, Audrey – Co-Chair, Administrator; Ruys, Jasmine – Admissions & Records; Solomon, Diane – Member at Large

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
MUSIC	080	Prelude Strings Ensemble	Course will no longer be offered through the Music Department, will now be offered through Community Education. - Approved	J. Larson	Fall 2014
MUSIC	081	Santa Clarita Valley Youth Orchestra	Course will no longer be offered through the Music Department, will now be offered through Community Education. - Approved	J. Larson	Fall 2014
MUSIC	082	Santa Clarita Valley Youth Philharmonic	Course will no longer be offered through the Music Department, will now be offered through Community Education. - Approved	J. Larson	Fall 2014
MUSIC	174	College Chorus	Course will no longer be offered. - Approved	D. Feldman	Fall 2014
PHOTO	090L	Photographic Lab Practices	Course will no longer be offered. - Approved	H. Brill - Wynkoop	Fall 2014
PHOTO	091L	Advanced Photography Lab	Course will no longer be offered. - Approved	H. Brill - Wynkoop	Fall 2014
WELD	100	Introduction to Oxyacetylene Welding	Course will no longer be offered. - Approved	H. Brill - Wynkoop	Fall 2014

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
COUNS	010	Career Exploration	Revised descriptions, revised SLO , revised objectives and content, updated textbook. Rationale for revision: 5 year revision and Department discussions indicated that the revised SLO would serve student assessment better than the previous SLO's. - Approved	D. Solomon	Fall 2014

COUNS	070	Distance Learning and Strategies for Success	Revised descriptions, revised SLO , revised objectives and content, updated textbook. Rationale for revision: 5 year revision and Department discussions indicated that the revised SLO would serve student assessment better than the previous SLO's. - Approved	D. Solomon	Fall 2014
DANCE	101	Introduction to World Dance	Revised objectives. Rationale for revision: 5 year revision. - Approved	P. Smith	Fall 2014
DANCE	133	Introduction to African Dance	Revised descriptions, revised SLO , revised objectives and content. Rationale for revision: 5 year revision. - Approved	P. Smith	Fall 2014
DANCE	135	Beginning Tap Dance	Revised objectives and content, updated textbooks. Rationale for revision: 5 year revision. Rationale for revision: 5 year revision. - Approved	D. Stanich	Fall 2014
DANCE	180	Introduction to Yoga/Dance Stretching	Revised objectives and content. Rationale for revision: 5 year revision. - Approved	D. Stanich	Fall 2014
WINEST	084	Wine Service and Hospitality	Revised objectives and content, updated textbook. Rationale for revision: 5 year revision. - Approved	C. Schwanke	Fall 2014
WINEST	085	Wines of California	Revised objectives and content. Rationale for revision: 5 year revision. - Approved	C. Schwanke	Fall 2014
WINEST	086	Wines of Italy	Revised content. Rationale for revision: 5 year revision. - Approved	C. Schwanke	Fall 2014
WINEST	087	Wines of France	Revised content, updated text. Rationale for revision: 5 year revision. - Approved	C. Schwanke	Fall 2014
WINEST	088	Wines of Australia and New Zealand	Revised content, added text. Rationale for revision: 5 year revision. - Approved	C. Schwanke	Fall 2014
WINEST	089	Wines of Spain	Revised content, updated text. Rationale for revision: 5 year revision. - Approved	C. Schwanke	Fall 2014

NEW ISA COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
FIRET	013	Fire Command 1A	0.75 units, 40 hours of lecture, new SLO. – Approved	I. Good	Fall 2014
FIRET	014	Fire Command 1B	0.75 units, 40 hours of lecture, new SLO, new prerequisite of FIRET-013. – Approved	I. Good	Fall 2014
FIRET	015	Fire Command 1C	0.75 units, 40 hours of lecture, new SLO, new prerequisite of FIRET-013. – Approved	I. Good	Fall 2014
FIRET	023	GPS Land Navigation Technician	0.5 units, 16 hours of lecture, 8 hours of lab, new SLO's (2). – Approved	I. Good	Fall 2014
FIRET	024	L-280 Followership to Leadership	0.25 units, 16 hours of lecture, new SLO's (2). – Approved	I. Good	Fall 2014
FIRET	070	Rescue Systems 1	0.75 units, 16 hours of lecture, 24 hours of lab, new SLO's (2). – Approved	I. Good	Fall 2014
FIRET	075	Low Angle Rope Rescue	0.5 units, 4 hours of lecture, 20 hours of lab, new SLO's (2). – Approved	I. Good	Fall 2014
FIRET	110	Hazardous Materials – Technician 1	6 units, 103 hours lecture, 57 hours lab, new SLO's (2). – Approved	I. Good	Fall 2014

LEPD	052	Juvenile Procedures School	0.50 units, 32 hours lecture, new SLO. – Approved	J. Chaney	Fall 2014
LEPD	053	Vice School	0.75 units, 40 hours of lecture, new SLO. – Approved	J. Chaney	Fall 2014
LEPD	057	Weapons of Mass Destruction	0.15 – 0.50 units, 8 – 24 hours of lecture, new SLO. – Approved	J. Chaney	Fall 2014
LEPD	059	Patrol Officer Auto Theft Investigation	0.15 units, 8 hours of lecture, new SLO. – Approved	J. Chaney	Fall 2014

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
SOCI	106	Introduction to Race and Ethnicity	3 units, 54 hours of lecture, not repeatable, new SLO. Course was also reviewed for consistency with C-ID SOCI 150 descriptor, and COC Associate Degree Applicability in the Diversity and Social & Behavioral Science areas. - Approved	A. Moreno	Fall 2014

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Sociology	A.A. Degree	Adding SOCI-106 to "Plus 12 units from the following" section of the degree. No change in total units. - Approved	A. Moreno	Fall 2014
Sociology	A.A.-T Degree	Adding SOCI-106 to "Plus 12 units from the following" section of the degree. No change in total units. - Approved	A. Moreno	Fall 2014

MODIFIED COURSES:

Subject	#	Title	Description of action	Author	Effective
GF	115	Business-English	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbook.	H. Sigman	Fall 2014
GF	116	Business-Communication	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbook.	H. Sigman	Fall 2014
GF	160	Microsoft Access I	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbook.	H. Sigman	Fall 2014

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
FIRET	014	Fire Command 1B	New prerequisite of FIRET-013. - Approved	I. Good
FIRET	015	Fire Command 1C	New prerequisite of FIRET-013. - Approved	I. Good

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
FIRET	013	Fire Command 1A	Approved	J. Good
FIRET	014	Fire Command 1B	Approved	J. Good
FIRET	015	Fire Command 1C	Approved	J. Good
FIRET	023	GPS Land Navigation Technician	Approved	J. Good
FIRET	024	L-280 Followership to Leadership	Approved	J. Good
FIRET	070	Rescue Systems 1	Approved	J. Good
FIRET	075	Low Angle Rope Rescue	Approved	J. Good
FIRET	110	Hazardous Materials – Technician 1	Approved	J. Good
LEPD	052	Juvenile Procedures School	Approved	J. Chaney
LEPD	053	Vice School	Approved	J. Chaney
LEPD	057	Weapons of Mass Destruction	Approved	J. Chaney
LEPD	059	Patrol Officer Auto Theft Investigation	Approved	J. Chaney

Discussion Items:

1. Curriculum Committee Handbook, Review for Accuracy. The committee members were asked to review the draft copy of the Curriculum Committee Handbook and to send any changes to Ann and Patrick by Friday November 8th.

New Courses Includes ISA's	13	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	7
Modified Courses	12	New SLO's	18	Deleted Programs	-0-
Modified Programs	2	Modified SLO's	3	Proposals Reviewed in Technical Review Session	35
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	7

PROPOSAL TO SPLIT THE MANUFACTURING PROGRAM FROM THE ENGINEERING TECHNOLOGIES DEPARTMENT

Submitted by: Regina Blasberg

FALL 2013

Per the official procedures provided by the Senate, I am requesting that the Manufacturing Technology Program be split from the Engineering Technologies Department and be established as its own department. This request is being submitted by Regina Blasberg, the Chair and only full time faculty member in the Engineering Technologies Department. This proposal is part of the overall CTE Division reorganization plan.

The CTE Division reorganization includes splitting the Alternative Energy Department into two Departments as indicated in a separate proposal as well as splitting the Manufacturing program from the Engineering Technologies Department. Once the Alternative Energy, Plumbing, and Manufacturing Departments have been established, Lee Hilliard, Regina Blasberg, and Tim Baber respectively will chair these departments for the current term.

We are requesting that the proposal be approved and officially implemented as quickly as possible but no later than the Spring 2014 semester and definitely prior to the accreditation visit in Fall 2014.

3a. How will this proposal help the students of the college?

The manufacturing department has not had a full time faculty chair with industry expertise for at least 6 years. As a result although the program meets basic student needs with respect to employment in the industry and continues to remain viable, there is still much we can offer the students.

There are a number of sources indicating that manufacturing jobs are on the rise and that there are shortages of trained workers. There are definite synergies between the Welding and Manufacturing industries and students will greatly benefit from having both Welding and Manufacturing chaired by Tim Baber. Tim has worked in the manufacturing industry, so he has experience specific to the program. Tim is also the PI for the 3 year NSF Advanced Manufacturing Grant which will greatly enhance our current Manufacturing program.

3b. Is the proposal part of a program review recommendation? If not, what changed since the last program review that would support the proposal?

The current program review has repeatedly stated that the greatest challenge for this program is time and expertise and that it needs a full time faculty member with subject matter expertise to be solely focused on this department. Currently the Manufacturing program resides in the Engineering Technologies Department which is chaired by Regina Blasberg. There are currently four programs which reside in the department, Land Surveying, Water Systems Technology, Construction Management, and Manufacturing. Regina has a Master's Degree in Civil Engineering and does not have any industry expertise in Manufacturing. Additionally the amount

of time she can dedicate to the program is limited given the number of programs within the department.

Therefore, although this proposal does not completely address or solve the issues stated in the program review, it is a step in the right direction for the Manufacturing program. Manufacturing should be a separate department and although Tim's focus will be split between Manufacturing and Welding, he at least has some expertise and can use the program synergies and the NSF Automated Manufacturing Grant to further develop Manufacturing. However, over the long term, this department will still need to hire a full time faculty member that can "champion" the program.

3c. What is the opinion of the impacted faculty members?

The three full time faculty impacted by this proposal are Lee Hilliard, Tim Baber, and Regina Blasberg. All three support this proposal and have agreed to chair the respective departments for the current term.

There will be no impacts to the current adjunct faculty.

This proposal has also received the support of Kristin House (Dean of CTE) and Jerry Buckley, (CIO).

3d. Does the Instruction Office support the proposal?

Yes.

3e. Will the proposal provide for a more effective use of time, resources, and faculty?

Yes.

The timing of this proposal is tied to the CTE Division reorganization which will realign programs and distribute the additional workload created by the currently orphaned departments, Alternative Energy and Plumbing, which are currently being managed by the CTE Dean. These departments need to be chaired by a faculty member. This results in a domino effect as Regina will chair the Plumbing Department (and cannot feasibly chair a total of 5 programs), Tim will chair the Manufacturing Department and Lee will chair the Alternative Energy department. This also provides a better alignment for the Manufacturing Department.

3f. Is the proposal similar to the departmental structures at other institutions?

Since these are fairly unique programs, few other institutions offer similar programs.

The primary focus when determining the alignment and departmental structure of these programs was synergy. The new Manufacturing program aligns very well with the current Welding program and with the NSF Automated Manufacturing grant. The new Alternative Energy department will align well with the current Electronic Systems program and the new Plumbing Department will align well with both the Construction Management program and the Water Systems Technology

program in the Engineering Technologies Department as there are some connections and overlap within these industries.

3g. Will this proposal increase or alleviate the “Goldilocks Factor” (e.g., “too big...too small...just right!)?

This proposal will take a positive step in alleviating the “Goldilocks Factor”. As stated in every program review in the Engineering Technologies Department, there are insufficient resources both in terms of time and expertise available to the Manufacturing program. This proposal creates a separate Manufacturing Department that will be chaired by Tim. He has greater expertise in Manufacturing and multiple synergies with the Welding Department.

Additionally the scope of the NSF Automated Manufacturing Grant and the creation of the Manufacturing Department also provide a solid platform for pursuing a full time faculty position for this Department.

3h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?

Yes. There would be an impact to Appendix C in the COCFA contract since a new department is being created. For 2014-2015 the Appendix C calculation would need to be made based on the new department.

COCFA supports this proposal.

3i. What impact could this have on any governance proposals?

We are not aware of any impacts to any governance proposals at this time.

3j. Are there any possible negative impacts of such a change?

We are not aware of any negative impacts that would result from this proposal.

3k. Are there any additional issues raised by the Senate or the Instruction Office?

Both the Instruction Office and the Senate support this proposal. The creation of the Manufacturing Department in conjunction with the creation of the Alternative Energy Department and the Plumbing Department will result in these programs being removed from the “orphan” programs list and will result in better program alignment within the CTE division.

PROPOSAL TO SPLIT THE ALTERNATIVE ENERGY DEPARTMENT INTO ALTERNATIVE ENERGY AND PLUMBING

Submitted by: Regina Blasberg, Lee Hilliard, and Tim Baber

FALL 2013

Per the official procedures provided by the Senate, we are requesting the Alternative Energy Department be split into the Alternative Energy Department and the Plumbing Department. This request is being submitted by three full time faculty in the CTE division since there currently isn't a full time faculty member in the Alternative Energy Department. The Alternative Energy Department had a full time faculty member from Fall 2011 through the end of Spring 2013. It has been decided that this position will not be replaced and instead the CTE division will be reorganized.

The CTE Division reorganization includes splitting the Alternative Energy and Transportation Technology Department into two Departments as indicated above as well as splitting the Manufacturing program from the Engineering Technologies Department. This request will be on a separate application. Once the Alternative Energy, Plumbing, and Manufacturing Departments have been established, Lee Hilliard, Regina Blasberg, and Tim Baber respectively will chair these departments for the current term.

We are requesting that the proposal be approved and officially implemented as quickly as possible but no later than the Spring 2014 semester and definitely prior to the accreditation visit in Fall 2014.

Currently the department is comprised of two separate programs, alternative energy and plumbing. In the reorganization plan these programs will be chaired by two different faculty members within the CTE division. Therefore, it is important to split the department into two separate departments since the position of chair cannot be shared.

3a. How will this proposal help the students of the college?

The students in these programs will greatly benefit from the leadership and guidance a full time faculty member, as chair, will provide to each department. The faculty member will be able to insure that courses are appropriately scheduled and staffed, curriculum is updated, and facilities and equipment are properly maintained. Additionally each chair will insure that the program is relevant and prepares the student for entry level employment by working with the industry advisory board.

3b. Is the proposal part of a program review recommendation? If not, what changed since the last program review that would support the proposal?

No. This proposal is not part of a program review recommendation. At the time of the last program review, a full time, tenure track faculty member was chair of the department and was therefore managing both programs. That faculty member is no longer with the college and it has been decided that the position will not be replaced. Instead it was decided that the division would be reorganized to address the programmatic needs the vacancy created.

3c. What is the opinion of the impacted faculty members?

The three full time faculty impacted by this proposal are Lee Hilliard, Tim Baber, and Regina Blasberg. All three support this proposal and have agreed to chair the respective departments for the current term.

There will be no impacts to the current adjunct faculty.

This proposal has also received the support of Kristin House (Dean of CTE) and Jerry Buckley, (CIO).

3d. Does the Instruction Office support the proposal?

Yes.

3e. Will the proposal provide for a more effective use of time, resources, and faculty?

Yes. Currently these departments are being managed by the CTE Dean. It is essential that these departments be chaired by a faculty member.

3f. Is the proposal similar to the departmental structures at other institutions?

Since these are fairly unique programs, few other institutions offer similar programs.

The primary focus when determining the alignment and departmental structure of these programs was synergy. The new Alternative Energy department will align well with the current Electronic Systems program and the new Plumbing Department will align well with both the Construction Management program and the Water Systems Technology program in the Engineering Technologies Department as there are some connections and overlap within these industries.

3g. Will this proposal increase or alleviate the “Goldilocks Factor” (e.g., “too big...too small...just right!)?

This proposal will address the “Goldilocks Factor”. Currently the Alternative Energy and Transportation Department is comprised of two very new programs. Although the number of courses currently being offered is small, the workload to fully establish, manage, and grow these programs is significantly large. In the absence of a full time faculty member with expertise in either or both disciplines, the best way to further develop these programs is to create two separate departments and have two separate faculty chair each program. Thus this addresses the “Goldilocks Factor” by creating departments that are “bite size” pieces.

Currently every faculty member in the CTE division is the chair of a one person department. Additionally, several of the departments already have multiple programs. The task of chairing the Alternative Energy and Transportation Department as it currently exists especially without any industry expertise is a daunting task. Splitting the department will allow a greater distribution of the workload and will focus on the synergies between departments.

3h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?

Yes. There would be an impact to Appendix C in the COCFA contract since one new department is being created. For 2014-2015 the Appendix C calculation would need to be made based on each individual department, the Alternative Energy Department (in place of the Alternative Energy and Transportation Technology Department) and the Plumbing Department.

COCFA supports this proposal.

3i. What impact could this have on any governance proposals?

We are not aware of any impacts to any governance proposals at this time.

3j. Are there any possible negative impacts of such a change?

We are not aware of any negative impacts that would result from this proposal.

3k. Are there any additional issues raised by the Senate or the Instruction Office?

Both the Instruction Office and the Senate support this proposal. The creation of these separate departments will ultimately result in these programs being removed from the “orphan” programs list.

DRAFT of PROPOSED REVISIONS to BP 4250[10/22/2013](#)

Book	Board Policies
Section	Chap 4 Academic Affairs
Title	Probation, Disqualification, and Readmission
Number	BP 4250
Status	Active

Legal

[Title 5 Section 55034](#)[Title 5 Section 55033](#)[Title 5 Section 55032](#)[Title 5 Section 55031](#)[Title 5 Section 55030](#)[Education Code Section 70902\(b\)\(3\)](#)

Adopted	November 1, 2000 February 12, 2003
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Last Revised	August 1, 2007 September 18, 2013
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BP 4250 Probation, Disqualification, and Readmission

References:

Education Code Section 70902(b)(3);

Title 5 Sections 55030-55034

[536-4250 Academic Standards/Board Policy 4250](#)

[Academic Standards: Probation, disqualification and readmission](#)

[536-1 4250.1](#) Definitions

(A) Units attempted, ~~For~~ [For](#) probation, subject to dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.

(B) Units enrolled, ~~All~~ [All](#) units of credit for which the student is enrolled after the first ~~four~~ [two](#) weeks or ~~30-20~~ percent of the time the class is scheduled to meet, whichever is less, at ~~the~~ [College of the Canyons](#).

[10/22/2013](#)

(C) Consecutive Semesters. Enrollment in two semesters (fall and spring) or enrollment in one semester, followed by a break, then enrollment in another full semester. Summer sessions and intersessions shall not be considered when calculating consecutive semesters.

(D) Appeals. For the purpose of this academic standing policy an appeal is a student initiated petition to modify the conditions for readmission after academic dismissal.

[536-2 4250.2](#) Standards for Academic Probation

Academic Probation. A student at College of the Canyons shall be placed on academic probation ~~if~~ [when](#) the student has attempted a minimum of 12 graded semester units and the student has a cumulative grade-point average of less than a 2.0.

536.3 4250.3 Standards for Progress Probation

Progress Probation. A College-college student shall be placed on progress probation ~~if when~~ the student has enrolled in a total of at least 12 units and the percentage of all enrolled units ~~in which a student has enrolled~~ for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) NP (Not Pass) are recorded reaches or exceeds fifty percent.

536.4 Removal from Probation (Edited and moved to BP 4250.8)

(1) Academic probation. A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.

(2) Progress probation. A student on progress probation, because of excess units for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) are recorded, shall be removed from probation when the percentage of units in this category drops below fifty percent.

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536.6 4250.7 Standards for Progress Dismissal

(2) Progress dismissal: ~~When will occur when~~ the cumulative percentage of enrolled units, ~~in which the student has been enrolled~~ for which entries of W, I, and NC NP are recorded in three consecutive semesters reaches or exceeds fifty percent.

536.4 4250.8 Removal from Probation, Subject to Dismissal and Dismissal

(1) Academic probation. A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative College of the Canyons grade-point average is 2.0 or higher.

(2) Progress probation. A student on progress probation, because of excess units, for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) NP (Not Pass) are recorded, shall be removed from probation when the percentage of units in this category drops below fifty percent.

536.7 4250.9 Exceptions to Dismissal

A student who is dismissed ~~may will~~ be automatically continued for one semester in subject-to-dismissal status under the following conditions:

(1) Academic: When, in the most recent semester of enrollment, the student enrolled in ~~at least six new units credit-bearing and graded classes~~ and earned a semester grade-point average of 2.25 or higher.
~~2.25 or higher.~~

(2) Progress: When, in the most recent semester, the student completed more than 75 percent of the units in which the student enrolled.

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Continuation may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students are continued in subject-to-dismissal status in accordance with [Board Policy 536.54250.9](#).

[536.9 4250.11](#) Readmission after Dismissal

A student who has been dismissed may request reinstatement after one semester has elapsed (excluding summer sessions and intersessions). The student ~~shall~~[must](#) consult with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll. ~~Students with multiple dismissals may be referred to a designated administrator for a case review.~~

Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned in subject-to-dismissal status in accordance with policy [536.54250.9](#).

DRAFT of PROPOSED NEW AP 4255

10/1022/2013

Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Disqualification and Dismissal
Number	AP 4255
Status	Active
Legal	Title 5 Section 55033 Title 5 Section 55033 Title 5 Section 55034 Title 5 Section 55034
Adopted	NEW
Last Revised	
Last Reviewed	

AP 4255 Disqualification, ~~and~~ Dismissal, [Readmission and Appeal](#)

References:

Title 5 Sections 55033 and 55034 and BP 4250

4255.1 Notification of Dismissal and Conditions for Applying for Reinstatement: ~~A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.] A student on academic or progress probation for three semesters will be dismissed at the end of the third semester on probation. A letter will be sent to the student that notifies him or her of the dismissal, explains the basis for the decision, reviews the conditions for reinstatement and explains the appeal procedure.~~ The letter will be sent within two weeks of the end of the fall or spring semester.

met, students can be continued every semester until a cumulative 2.0 GPA is achieved. They will be sent a letter of notification that includes conditions for being allowed to continue on reinstated status in the future. The letter will be sent within two weeks of the end of the fall or spring semester.

BP-536.8-4255.3 -Appeal of Dismissal:

To appeal a dismissal a student may request an appointment with a counselor (or in the case of repeated dismissal, a designated administrator) to review the mitigating circumstances which may have led to the student's dismissal.

Appeals should be based on the following:

1. Evidence, based on the academic record, that subject to dismissal status does not reflect the student's usual level of performance.
2. Circumstances beyond the control of the student, for example, accident or illness.
3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.

The student has the right to appeal a proposed dismissal action if the student feels/believes that facts exist that warrant an exception. The student must file the written petition of appeal with the counseling office three weeks before the start of the next semester. {identify where petition is filed} within {time limit} after the dismissal letter was mailed. If the student fails to file a written petition within the time limit, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

Petitions will be reviewed by identify who reviews petitions the Counseling Appeals Committee. The student will be continued on probation until the designate authority decides on the student's appeal. The decision of the designate authority Counseling Appeals Committee will be communicated to the student in writing by the designate authority within two weeks {time limit} of receipt of the student's appeal. The student may appeal the decision of the Counseling Appeals Committee in writing to the Counseling Department Chair within ten working days of the date of notification of the decision of the committee. The decision of the Counseling Chair is final.

The student may appeal the decision of the designate authority in writing to the CEO or designee, within {time limit} working days of the date of notification of the decision of the Appeals Committee. The decision of the CEO or designee is final.

If the dismissal appeal is granted, the student will be continued on probation subject to dismissal status for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation subject to dismissal, should be dismissed, or should be continued on probation subject to dismissal in accordance with AP 4255.2.

4255.4 Readmission After Dismissal: A student who has been dismissed may request reinstatement after one semester has passed. The student must meet with a counselor no later than two weeks before the late registration enrollment period opens.

Note: *The following standards are not legally required, but are suggested as good practice.*

Fall Dismissals: Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than ~~month~~ informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals: Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals: Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal: In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

DRAFT of PROPOSED

NEW AP 4250

10/1022/2013

Book Administrative Procedures

Section Chap 4 Academic Affairs

Title Probation

Number AP 4250

Status Active

Legal Title 5 Section 55030Title 5 Section 55031Title 5 Section 55032Title 5 Section 55033Title 5 Section 55034

Adopted NEW

Last Revised

Last Reviewed

AP 4250 Probation, [First and Second Semester Academic and Progress Probation](#)

References:

Title 5 Sections 55030, 55031, 55032, 55033, and 55034

[BP 4250](#)

~~4250.1 Notification of Probation and Conditions for Continuing After the First Semester on Probation~~

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: at the end of the [first](#) semester in which the student's cumulative grade point average in College of the Canyons coursework falls below 2.0, ~~a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation~~ notification letter will be sent informing the student of the change of status to probation. ~~"All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend. The letter will explain the basis for the status change, the conditional requirements to continue at College of the Canyons, the impact of probation on enrollment priority, and resources available.~~

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If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled [at College of the Canyons](#), the student shall be placed on [first semester](#) progress probation. [The notification procedure will be the same as for academic probation.](#)

~~At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.~~

~~Probationary Letter—The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.~~

~~A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.~~

Because of the detrimental impact that second semester probation has on enrollment priorities, students will have a registration hold placed at the end of their first semester on probation. The hold can only be lifted at the completion of a probation workshop and the submission of a concomitant action plan. Workshops will be held in winter and summer with a few during the fall and spring semesters for late start students.

4250.2 Notification and Conditions for Continuing After the Second Semester on Probation

Students who are on probation at the end of their second semester will be sent a letter of notification within 2 weeks of the end of the semester. The letter will explain that they are being automatically allowed to continue at College of the Canyons because they have met the academic and/or progress conditions necessary, or they have not met the conditions for automatic continuance and will need to complete a workshop to have their registration hold released. Workshops will be held in winter and summer with a few during the fall and summer semesters for late start students.

BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT

Reference: ***34 CFR sections 600.2, 602.24, 603.24, and 668.8; Education Code sections 66700, 70901, 70901(b), 70902(b), and 78016, Title 5 sections 51000, 51022, 55002(b)(1)(B). 55100, 55130, and 55150***

- 4020.1 The programs and curricula of the Santa Clarita Community College District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the CEO shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.
- 4020.2 These procedures shall include:
- (a) appropriate involvement of the faculty and Academic Senate in all processes;
 - (b) regular review and justification of programs and course descriptions;
 - (c) opportunities for training for persons involved in aspects of curriculum development; and
 - (d) consideration of job market and other related information for vocational and occupational programs.
- 4020.3 All new programs and program deletions shall be approved by the Board of Trustees.
- 4020.4 All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.
- 4020.5 Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.
- 4020.6 The Santa Clarita Community College District defines a credit hour at College of the Canyons as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
- (a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for semester-length (e.g., sixteen weeks) courses for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
 - (b) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by College of the Canyons, including three hours of laboratory work, studio work, and other activities leading to the award of credit hours.
 - (c) A credit hour is assumed to be a 50-minute period. In courses, such as those offered online, in which seat time does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

See Administrative Procedure [AP 4020]

Approved XXX

AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT

Reference: 34 CFR sections 600.2, 602.24, 603.24, and 668.8; Education Code sections 70901(b), 70902(b), and 78016, Title 5 sections 51000, 51022, 55100, 55130, and 55150

- 4020.1 Programs and curricula of the Santa Clarita Community College District are academic and professional matters which are initiated by faculty within the departments and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate **in alignment with the policies and procedures approved in Board Policy 4021 and Administrative Policy 4021.** ~~Proposals are completed per the Santa Clarita Community College District selected curriculum management system.~~
- 4020.2 The Instruction Office and Office of Academic Affairs provide the administrative ~~oversight~~ **support** for this process ~~in partnership~~ **through shared governance** with the Academic Senate **and** Curriculum Committee. ~~, and Student Learning Outcome Coordinators.~~ Proposals are then forwarded to the Board of Trustees for review and approval before final submission to the California Community Colleges Chancellor's Office. Career Technical Education programs and courses must also be approved by the regional consortium before being sent to the California Community Colleges Chancellor's Office. The college catalog is a collaborative publication reflecting these approvals.
- 4020.3 The primary responsibility of the Curriculum Committee is assuring academic excellence in curriculum matters by ensuring that curriculum is academically sound, comprehensive, and responsive to the evolving needs of the institution and the community through review and approval of:
- (a) New and modified course proposals for Title 5 compliance
 - (b) Courses as they relate to programs of study
 - (c) Appropriate requisites
 - (d) CSU and UC general education proposals in collaboration with the articulation officer
 - (e) Policy changes pertaining to curricula issues
 - (f) Implementation of state regulations and guidelines pertaining to the curriculum development process
 - (g) Proposed programs of study (e.g., Associate Degrees, Certificates of Achievement)
 - (h) ~~Student Learning Outcomes~~ **Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees**
 - (i) **Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, and the Intersegmental General Education Transfer Curriculum (IGETC)**
 - (j) **Review all curriculum proposals to ensure congruence with the college's mission, need, quality, feasibility, and compliance with Title V.**
- 4020.4 An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. ~~CTE curriculum is updated on a two-year cycle.~~ **CTE programs are reviewed on a two-year cycle through the District's program review process. CTE prerequisites are validated every two years.**
- 4020.5 Curriculum proposals shall be accepted according to the annual Curriculum Committee calendar. Proposals and catalog changes meeting Curriculum Office deadlines shall be reflected in the following academic year's college catalog.

Approved XXX

PROCEDURES FOR MERGING/SPLITTING DEPARTMENTS AND PROGRAMS

1. Formal written proposals to merge or split an academic department or educational program, merge an academic department or educational program, change an academic department or educational program's name or to relocate an existing course to a different department, division, educational program or campus office will be brought to the Senate. These proposals can be initiated by a department, the Instruction Office or any faculty member operating under an academic program or overseeing an unaffiliated course or courses.
 - a. For purposes of this policy, an "educational program", hereinafter referred to as "program", is an organized sequence of courses, **or a single course**, leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education (CCR Title 5, Section 55000). (e.g., **completing a program of study leading to a certificate in Computer Maintenance Technology, an AS degree in Business, or transfer**). For purposes of this procedure **"Program" shall also be understood to mean any academic department as well as any thematic cluster of courses within the purview of the Office of Instruction that support a common set of outcomes.**
 - b. For purposes of this policy an "academic department" hereinafter referred to as "department", is an organizational structure composed of one or more related disciplines.
 - c. An "unaffiliated course" is an academic course that does not fall under the control or categorization of any existing department.
2. Upon receipt of the written proposal the Senate will establish an ad hoc committee to review the proposal. The ad hoc committee composition will be the following:
 - a. The Senate will appoint at least two faculty members from each department or program impacted (one of whom will be designated as the chair of the ad hoc committee), and two faculty members from outside the department or program. The CIO will appoint a representative from the Instruction Office. If an impacted department or academic program maintains only one faculty member, that department or academic program's membership on the committee will be reduced from two to one. If no faculty members are directly impacted, **or if the department maintains no faculty members at the time of the proposal**, the committee will be composed of two faculty members **from within that department's or educational program's division** ~~outside the department or educational program~~ as well as the CIO designee.
 - b. The Senate may add additional voting or non-voting members to the committee who are affected by the proposal's impact on an unaffiliated course or courses.
 - c. The committee may add additional, non-voting resource members as it deems necessary.
 - d. For proposals involving renaming of departments the Senate will determine if a separate ad hoc committee is necessary.

In the event a proposal is made to the Academic Senate or Office of Instruction without supporting written documentation, the ad hoc committee may be used to assist in drafting a formal written proposal.
3. The written proposal for a departmental change should address the following issues:
 - a. How will the proposal help the students of the college?
 - b. Is the proposal part of a program review recommendation? If not, what has changed since the last program review that would support the proposal?

- c. What is the opinion of the impacted faculty members?
 - d. Does the Instruction Office support the proposal?
 - e. Will the proposal provide for a more effective use of time, resources, and faculty?
 - f. Is the proposal similar to the departmental structures at other institutions?
 - g. Will this proposal increase or alleviate the “Goldilocks Factor” (e.g., “too big...too small....just right!”)?
 - h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?
 - i. What impact could this have on any governance proposals?
 - j. Are there any possible negative impacts of such a change?
 - k. Would there be any resulting changes to curriculum, and if so, what is the intended timeline for implementation and approval by the curriculum committee?
 - i. *Close consultation with the Curriculum Chair and Counseling Office is recommended.*
 - l. Are there any additional issues raised by the Senate or the Instruction Office?
4. The committee will forward its recommendation to the Senate and the Instruction Office. If there is mutual agreement with the Senate and the Instruction Office, the proposal will be granted “provisional approval”.
 5. The proposal will receive final approval when the following conditions have been met:
 - a. The Curriculum Committee has approved of any new course numbering system (if necessary) and approves of the proposed timeline for changes and implementation of affected curriculum;
 - b. The Articulation Officer certifies that there are no outstanding articulation issues;
 - c. All appropriate college offices have been notified for any changes required in the college catalog, brochures, and other publications;
 - d. Any outstanding contractual issues have been resolved; and,
 - e. Any other conditions that may be requested by the Instruction Office or the Senate have been resolved.
- Upon concluding the above conditions have been met, the CIO will notify the President of the Academic Senate that he or she is granting final administrative approval of the proposal. The President of the Academic Senate will then request final approval from the Senate.
6. Unless a specific implementation date is detailed in the approval process, final implementation will take place at the start of the next academic year.
 - e. If the proposal results in substantive alterations to curriculum or student expectations, the merger, split or renaming must be approved and completed by the print deadline for the coming academic year college catalogue.
 7. This procedure is considered as one of the “other academic and professional matters” describe in Board Policy on Faculty Involvement in Governance (BP #7215). It is an area where the Senate and the District will reach mutual agreement.