

College of the Canyons
February 13, 2014 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Approval of Agenda
3. Approval of the Consent Calendar
 - a) Academic Senate Meeting Summary: December 12, 2013 (p.2-4)
4. President's Report (Update on Academic Senate Budget – p5)
5. Vice-President's Report

B. Committee Reports

1. Policy Review Committee – BP 4020 Program and Curriculum Development (p6-7)
2. Curriculum Committee – Substantive Changes

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. ISLO LEAP – under discussion at Division Level
4. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data
5. BP 5529 Student Conduct (Grounds for Disciplinary Action) – in Policy Committee
6. Proposed Revisions to BP 42323 and AP 4233 Attendance – in Policy Committee

D. Discussion items

1. MOU on Faculty Transfers (p8-9)
2. Formation of an Ongoing Accreditation Committee

E. Action Items

1. Proposed Revisions to BP 4106 and AP 4106 Nursing Program (p10-11)
2. Approval of Discipline Assignments
 - a) Dr. Hencelyn Chu, Director of Medical Lab Technology – Biological Sciences; Healthcare Ancillaries (p12-13)
 - b) Dr. Eric Lara, Director of MESA – Education (p14)
 - c) Mr. Lawrence Schallert, Asst. Director of Student Health & Wellness/ Mental Health Programs – Psychology; Counseling; Philosophy (p15-16)
3. Approval of Administrative Retreat Rights (p17)
4. Approval of Request for \$3000 Grant for International Student Program (p18-19)

F. Division Reports

G. Announcements

1. Academic Academy Institute: Feb. 21-22 (Paul Wickline)
2. Spring Plenary Session: April 10-12 (Edel Alonso)
3. Faculty Leadership Institute: June 12-14 (New Senate President or Vice-President)
4. Curriculum Institute: July 10-12 (Ann Lowe)

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **February 27, 2014**
 As always everyone is welcomed!

Summary of the Academic Senate Meeting December 12, 2013

Attendance: Edel Alonso, Paul Wickline, Rebecca Eikey, Lee Hilliard, Ron Karlin, Mike Joslin, Shane Ramey, John Makevich, Tom Bilbruck, Thea Alvarado, Anais Amin, Ruth Rassool, Juan Buriel, Wendy Brill-Wynkoop, Chelley Maple, Peter Hepburn, Christy Richter, Ann Lowe, Regina Blasberg and Warren Wangen

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the Agenda: **Approved**
3. Approval of the Consent Calendar: **Approved**
4. Report of the Senate President, Dr. Edel Alonso:
 - ✓ The Counseling department will be losing two counselors due to a retirement and a resignation at the end of fall semester. It may be again that counselors in the DSPS, EOPS and other offices on campus may want to transfer to general counseling. Some years ago Senate had developed language in conjunction with HR to allow faculty to transfer from one department to another. This language was approved by Senate but is not part of any policy or procedure. Edel, Paul and David reviewed and made some changes in consultation with HR but the Senate will need to revisit the language when we meet again in spring.
 - ✓ A dean requested the Senate to endorse and write a letter of support for an application to bring a new program on campus. However, the Senate has never endorsed a program or advocated for a program prior to the process of developing and approving curriculum. In light of the new Viability Policy going through the approval process currently, and our established program development procedures through the Curriculum Committee, Edel respectfully declined. It is a very worthwhile effort, but it needs to go through the proper channels.
 - ✓ Edel sent out a copy of the letter that the U.S. Department of Education sent to the ACCJC reprimanding them for some of their past behaviors. They gave them a twelve month period to make corrections.
 - ✓ Faculty have expressed concerns about disruptions due to filming on campus. Edel has shared these with Dr. Buckley. We are very much in favor of the college pursuing any avenues for funding and revenues but please take every precaution to notify faculty and not hinder instruction with the filming on campus.
 - ✓ The Senate office received a memo from Joe Gerda in response to the last calendar committee meeting. His proposal to change the academic calendar to three 16 week terms was not approved.

Report of the Vice-President, Paul Wickline: Paul gave an update on the ASCCC Plenary Session that took place in November. He and Edel attended several workshops and heard from speaker, Dr. Martha Kanter who is Under Secretary of High Education. The workshops included The New Accreditation Standards and Feedback Session from ACCJC. He attended the Student Support Redefined and Research Action led by Darla Cooper whom we are bringing to COC for our Student Success Conference on Friday of FLEX week. He highly urges faculty to attend. In terms of curriculum, TMCs are going to be referred to as ATDs – Associate Transfer Degrees. SB40 passed to tighten legislative control tying creation of degrees to funding. If we have the curriculum in place to offer ATD's and we don't offer them, then we may lose funding or funding may be withheld in the near future. Also course families are no longer called families they are called "Courses Related in Content".

B. Committee Report:

1. SLO Committee Rebecca Eikey

Rebecca shared the response of the ACJC to COC's status report on SLOs and where our scores were in relation to the average scores of all the community colleges. We scored an average of 3, which is about average for other colleges in the state. However, we have lots of work to do since a score of 3 barely meets expectation. The SLO Committee is searching for evidence that SLO data are used to drive decision making. The pdf's of program review are not sufficient. The Accreditation Institute in February should provide more guidance. The SLO Committee will be providing FLEX training on authentic assessment and is encouraging faculty to attend. The ACCJC has changed the rubric from assessment to "authentic assessment" in 2011. Access to the SLO module of CurricUNET is available. In the spring, Paul and Rebecca will go to Division Meetings do an ISLO Road Show to explain how the ISLO process with the LEAP outcomes would work. They have asked Senators to report to their Divisions that ACCJC Standard 2AF expects program level SLO outcomes to be posted on public websites. Edel also reported that she made a presentation at the last SLO Committee meeting regarding the progress made finding faculty members to adopt orphan programs to ensure that SLO assessment and program review for 100% of programs are completed. Interested faculty must submit a proposal for either a stipend or release time to Dr. Buckley. One idea for the work experience course SLOs to be assessed is for individual CTE departments, if they require a work experience internship as part of the degree or certificate to adopt the corresponding work experience course. A discussion ensued that it is unfair for CTE faculty to encumber additional duties or CWEE courses when the district had a faculty director in charge of CWEE who was responsible for SLOs and he was removed from the position. Edel shared that she has made that point to the CIO. Paul shared that he met with the bargaining teams to explain the burden of SLO assessment as an additional workload issue.

2. Staffing Committee – Wendy Brill-Wynkoop, Chair

Wendy reported that the Committee met and heard five proposals for hiring new faculty positions. We are in the third year of a three year list. The list is posted on the Senate website under Academic Staffing. The list has also been distributed to the Division reps and deans. Currently, the committee procedures say to maintain a three year list. At the end of this academic year, the current list will sunset and we start all over with a brand new three year list. The committee feels it is important to sunset the 3 year list in order to consider fresh data. Our chancellor has approved the 2 replacements for counseling. It appears the veteran's counseling position may also be approved if funding for it is found.

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 Committee
5. ISLO/LEAP – under discussion at Division Level
6. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data

D. Discussion Items

1. Academic Freedom – Edel Alonso

The policy states the Senate will create an Ad Hoc committee when there are challenges to Academic Freedom. The committee is to be composed of Senators, an expert in the discipline that is being challenged and faculty outside of the area. Edel asked whether the Senate wants to form an Academic

Freedom Committee of the Senate that would study our procedures and policies and be ready to move in the case of a challenge instead of forming a committee on a case by case basis. She asked that the Senate speak to their divisions about this and bring back their input.

2. Proposed Revisions to BP 4233 and AP 4233 Attendance

About a year and a half ago an Ad Hoc committee was formed to develop an attendance policy which we do not have currently. There were lots of questions from faculty on the matter of attendance and how to count tardies. John Makevich spoke about the difficulty of assessing student attendance in online courses. However, accreditation demands that we have some policy language that ties regular contact between faculty and students and that students are actively engaged and not just logging in. Tom Bilbruck explained that the number of students on financial aid has grown in the last 6 years. This year there were over 16,000 applicants and they disbursed over 27 million dollars to COC students. Financial aid has also become a target for fraud in the community college system. Michael Wilding and Tom have been working to alleviate the fraud at COC. Students receive a large portion of their federal grant fund or loans directly. It does not apply to their account or go to tuition. Students are registering to receive financial aid with no intention of attending. This creates a liability for the district and the liability over the last few years has grown significantly to \$150,000 in one year just to pay back the federal government for students that were carried on the rosters. Faculty are asked to drop students by the deadline. It was suggested, after a lengthy discussion, that the proposed policy be referred to our Policy Review Committee for revisions. The ASG Rep will also bring the issue to ASG for discussion.

3. BP 5529 Student Conduct (Grounds for Disciplinary Action) – Mike Joslin

Mike explained that we have 26 reasons for dismissal currently but students are now coming up with issues we do not have on the 26 list of reasons for dismissal. He did a lot of research over the summer of other colleges to help inform changes to our list to address new behaviors. Mike went over the definitions of the policy and took questions and answers from the Senators.

E. Action Items

1. Proposed Revisions to BP 4100 and AP 4100 AA Degree: **Approved**
2. Proposed Revisions to BP 4225 and AP 4225 Course Repetition: **Approved**
3. Proposed Revisions to BP 4106 and AP 4106 Nursing Program: **Tabled**
4. Proposed Revisions for Program Review Committee Procedures: **Approved**
5. Nomination of Bob Segui for Emeritus Status: **Approved**
6. Nomination of Jia-Yi Cheng-Levine for ASCCC Hayward Award: **Approved**

F. Division Reports: None

G. Announcements:

1. Faculty's Winter Break: December 16, 2013 to February 9, 2014
2. Faculty's FLEX Spring 2014 Offerings – February 3 to February 7, 2014
3. Deadline for course revisions at stage 7 to appear in fall 2014 College Catalog – February 7, 2014
4. First day of Spring 2014 semester – February 10, 2014
5. Deadline for submission of Program Reviews – February 24, 2014

H. Open Forum – No comments

I. Adjournment: 4:35 p.m.

COLLEGE OF THE CANYONS
Academic Senate Budget 2013-2014

Account Category	Budget	Item	Cost
Conferences	Allocated 4700.00	2013 Curriculum Institute	
	<u>Transferred +2300.00</u>	July 11, 2013	
	Total 7000.00	Ann Lowe, Curriculum Committee Chair	117.80
		Fall Plenary Session	
		November 7, 2013	
		Edel Alonso, AS President	831.24
		Paul Wickline, Vice-President	818.93
		Academic Academy	
		February 21, 2014	
		Paul Wickline, AS Vice-President	1129.44
		Spring Plenary Session	
		April 10, 2014	
		Edel Alonso, AS President	1185.00
		Leadership Institute	
		June 12, 2014	
		President Elect or VP Elect	Estimated: 1200.00
		2014 Curriculum Institute	
		July 10, 2014	
		Ann Lowe, Curriculum Committee Chair	Estimated: 1200.00
			6482.41
Mileage	Allocated 2610.00		
	<u>Transferred - 2300.00</u>		
	Total 310.00	Mileage to all Institutes	0.0
Non-instructional Supplies	330.00	Office Supplies	148.08
TOTAL	7640.00		6630.49

EAlonso/2-10-2014

BP 4020 Tabled at BOT Meeting of January 22, 2014

(See proposed revisions below by Dr. Edel Alonso, Academic Senate President)

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), **55002.5**, 55100, 55130, ~~and~~ **55150, 57001, 58023, 58022, and 58050**

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 Consistent with federal regulations applicable to federal financial aid eligibility, the District has designated each class hour as a "credit hour" and established the definition of "credit hour." The class hour is the basic unit of attendance for computing the number of full-time equivalent students (FTES) for apportionment.

Established procedures, pursuant to Title 5 and the California Community College Chancellor's Office Student Attendance Accounting Manual, define a "credit hour" as a clock hour of a total of 60 minutes composed of a segment of

no less than 50 minutes of scheduled contact for instruction and/or examination and a segment of 10 minutes for passing time between classes or a break.

District procedures assure that curriculum complies with the definition of “credit hour.” It uses a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to ensure that a “credit hour” program has an appropriate minimum number of clock hours of instruction for each hour unit of credit it claims.

~~The Santa Clarita Community College District defines~~ A “credit hour” at College of the Canyons as **represents** the amount of work ~~represented in~~ **necessary to achieve** intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (a) One “**credit hour**” (**50minutes**) of classroom or direct faculty instruction and a minimum of two “**credit hours**” (**100 minutes**) of out-of-class student work each week for semester-length (e.g., sixteen weeks) courses for one semester hour **unit** 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 “credit hours” (**150 minutes**) 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.

11/07/2013 – Original language approved by the Academic Senate,

2/5/2014 - Revisions proposed by Dr. Edel Alonso, Academic Senate President, in consultation with David Andrus, AS Policy Review Committee Chair, in response to discussion at January 22, 2014 Board of Trustees meeting when the item was tabled.

MOU re: Faculty Transfers from One Department to Another

Edel,

Thanks go to you and the committee for your flexibility in this matter. I agree with your process.

Diane Fiero

On Dec 10, 2013, at 10:40 AM, "Alonso, Edel" <Edel.Alonso@canyons.edu> wrote:

Christina Chung,

The Senate's Executive Cabinet met this morning and we invited Garrett Hooper to join us to get the department's perspective on the issue of faculty transfers from one department to another.

Since the language on faculty transfer approved by the Senate on Dec. 11, 2008 was never embedded into Board Policy and put into effect, we believe it is appropriate to agree to a process that is amenable to both the faculty involved and the administration at this time. I spring 2014, the Senate will revisit the former language and draft new Policy and Administrative Procedures in consultation with the VP of HR. The plan will be to have Senate approval, forward the new BP and AP to College Policy Council and eventual presentation to the Board of Trustees for final approval.

The Academic Senate's Executive Cabinet, therefore, is proposing to:

- 1) Have HR advertise the open position to all current faculty
- 2) Require that applicants for transfer have
 - a. completed the tenure process
 - b. met the minimum qualifications
 - c. have teaching experience in the discipline, and counseling experience
 - d. have received an evaluation of "satisfactory" during the most recent evaluation
- 3) Have the applicant submit a letter of intent to transfer to HR within 5 days of the announcement
- 4) Have a hiring committee composed of 5 counseling faculty appointed by the Academic Senate President and 1 administrator appointed by HR
- 5) If one of the 6 committee members is not a trained SCR, the committee will add a non-voting SCR
- 6) The hiring committee will use regular hiring procedures including a likert scale to score the applicants on the interview questions and teaching demonstration.

- 7) If the majority of the hiring committee endorses a candidate, his /her name will be submitted to the CEO with the recommendation to transfer departments.
- 8) If the CEO objects to the transfer, she will meet with the department to explain her objection.
- 9) If no candidate receives the endorsement of the committee or the CEO, the candidate(s) may apply during the regular open hiring process.

Sincerely,
Edel

Dr. Edel Alonso
Counseling Faculty
MESA Counselor
President, Academic Senate
College of the Canyons

BP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; CCR, Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050

4106.1 Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

4106.2 The District shall establish procedures for the screening of nursing students.

Approved – Academic Senate, 11/21/2013

See AP 4106

DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

AP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; CCR, Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050

4106.1 The District shall consider all of the following when screening nursing students:

- a) Academic degrees or diplomas, or relevant certificates, held by the applicant;
- b) Grade point average in relevant coursework;
- c) Life experiences or special circumstances of an applicant;
- d) Any relevant work or volunteer experience;
- e) Proficiency or advanced level coursework in languages other than English; and
- f) Composite score on a California Community College Chancellor's Office approved diagnostic assessment test.

HUMAN RESOURCES OFFICE

Date: February 7, 2014

To: Dr. Edel Alonso
President, Academic Senate

From: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Hencelyn Chu

The following information is provided for discipline assignment:

Dr. Hencelyn Chu

Dr. Chu has been hired as the Director, Medical Laboratory Technologies, effective start date February 3, 2014. The following are the requirements for the Director position as per the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Program Director must be a clinical laboratory scientist/medical technologist who:

1. Holds an American Society for Clinical Pathology Board of Certification (ASCP-BOC) U.S. generalist certification as a Medical Laboratory Scientist/Medical Technologist; and
2. Has a master's or doctoral degree; and
3. Has three years of experience in clinical laboratory science education that includes:
 1. Teaching courses;
 2. Conducting and managing learning experiences;
 3. Evaluating student achievement
 4. Providing input into curriculum development;
 5. Policy and procedure formulation;
 6. Evaluation of program effectiveness;
 7. Knowledge of education methods and administration; and
 8. Current accreditation and certification procedures.
4. Possession of current CA CLS or MLT license as of January 2014.

The Director, Medical Laboratory Technologies must meet the following requirements to teach in the discipline of Healthcare Ancillaries:

Health Care Ancillaries: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

In addition, the minimum qualifications for Biological Sciences are:

Biological Sciences: Master's degree in any biological science OR bachelor's degree in any biological science AND master's degree in biochemistry, biophysics, or marine science OR the equivalent.

The following is provided for discipline assignment.

- **PhD, Microbiology, Oregon State University**
- **BS, Medical Technology, Andrews University**
- **ASCP-BOC California Licensed Medical Laboratory Scientist**
- **California Licensed Clinical Hematologist Scientist**
- **10.78 years of experience in clinical and medical education & training**

Therefore, it would appear that Dr. Chu qualifies for the following position and disciplines:

- **Director, Medical Laboratory Technologies (position)**
- **Healthcare Ancillaries (discipline)**
- **Biological Sciences (discipline)**

cc: Lita Wangen

HUMAN RESOURCES OFFICE

Date: February 10, 2014

To: Dr. Edel Alonso
President, Academic Senate

From: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Dr. Eric Lara

The following information is provided for discipline assignment:

Dr. Eric Lara

Dr. Lara has been hired as the Mathematics, Engineering, Science Achievement (MESA) Program Director, effective start date November 12, 2013. The following is provided for discipline assignment:

The minimum qualifications for Education are:

- Master's degree in Education or the equivalent.

The following is provided for discipline assignment:

- PhD in Education, University of Southern California
- MA in Education, California State Polytechnic University

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

- Education

cc: Lita Wangen

HUMAN RESOURCES OFFICE

Date: February 10, 2014

To: Dr. Edel Alonso
President, Academic Senate

From: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Mr. Lawrence Schallert

The following information is provided for discipline assignment:

Mr. Lawrence Schallert

Mr. Schallert has been hired as the Assistant Director, Student Health & Wellness/Mental Health Programs, effective start date December 9, 2013. The following is provided for discipline assignment:

The minimum qualifications for **Psychology** are:

Master's degree in psychology or bachelor's degree in psychology and master's degree in counseling, sociology, statistics, neuroscience, or social work or the equivalent.

The following is provided for discipline assignment:

- MA in Social Work, University of Southern California
- BA in Psychology/Philosophy, Sonoma State University

The minimum qualifications for **Counseling** are:

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling, or the equivalent. *(NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to title 5, section 53410.1.)*

The following is provided for discipline assignment:

- MA in Social Work, University of Southern California
- Counselor (LMFC); or Licensed Marriage and Family Therapist (LMFT).

The minimum qualifications for **Philosophy** (equivalency #1) are:

Master's degree in philosophy or bachelor's degree in philosophy and master's degree in humanities or religious studies, or the equivalent.

Equivalency #1: 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. (The 24 units may have been either included or taken in addition to the master's degree.)

The following is provided for discipline assignment:

- MA in Social Work, University of Southern California
- BA in Psychology/Philosophy, Sonoma State University

Upper Division Courses:

○	PHIL 355, Philosophy of Mind	3.0
○	PHIL 356, Philosophy of Alchemy	3.0
○	PHIL 326, History of Philosophy	3.0
○	PHIL 354, Colloquium:Conscouness	3.0
○	PHIL 374, Mantra, Tanra & Tolkein	3.0
○	PHIL 304, Great Thinkers: Ancient	3.0
○	PHIL 322, The Religious Dimension	3.0

Lower Division Course:

○	PHIL 202, Critical Thinking	<u>3.0</u>
	Total semester units of 24.0	

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

- Psychology
- Counseling
- Philosophy (equivalency #1)

cc: Lita Wangen

Administrator Retreat Rights

Tenured Administrators

8/25/1986	Mohney, Len	Physical Education, Education
7/01/1988	Van Hook, Dianne	Psychology, counseling and Guidance, Education
8/23/1989	Stewart, Diane	Child/ECE, Education
1/04/1999	Robinson, Patricia	Sociology
7/19/1999	Glapa-Grossklag, James	History, Humanities, Education
1/04/1999	Morey, Diane	Nursing, Health, Education
11/01/1989	Green, Audrey	Counseling, Education
8/13/2001	Brezina, Jennifer	English
8/19/2002	Pescarmona, Denee	English

Retreat Right Administrators

5/05/1997	Wilding, Mike	Anthropology, Education
11/22/1999	Gribbons, Barry	Education, Psychology(E1)
10/28/1991	Joslin, Mike	Counseling and Guidance, Journalism(E1)
11/26/2001	Michaelides, Anthony	Psychology, Counseling(E1)
3/24/1997	Rio, Debbie	English(E1)
9/24/2007	McLean, Steve	Administration of Justice
4/01/2008	Wood, Murray	Counseling
8/12/2010	Dorroh, Cynthia	Nursing, Health
12/04/2007	Makevich, John	Earth Science(E1)
10/01/2007	Theule, Ryan	History
8/12/2010	Torres, Omar	Chemistry
8/11/2004	Fiero, Diane	Psychology(E1) Sociology(E1)
9/05/2006	Houser, Kristin	Business, Psychology
8/08/2011	Dominguez, Carmen	Music/Theatre(E3)
8/01/2013	Buckley, Jerry	Biology, Education
11/12/2013	Lara, Eric	Education
12/09/2013	Lawrence Schallert	Psychology, Counseling, Philosophy (E1)

LETTER REQUESTING \$3000 GRANT TO MARKET ISP

February 7, 2014

Ms. Rosalind Raby
California Colleges for International Education

Dear Ms. Raby,

It is with great pleasure that we submit this letter supporting College of the Canyons' commitment and support of the International Students Program. This application to the California Colleges for International Education will help the program increase their marketing and branding on the College of the Canyons campus and the Santa Clarita Valley community.

The Santa Clarita Community College District (SCCCD) serves a geographic area of 367 square miles in the northwest portion of Los Angeles County bordering Ventura County in an area known as the Santa Clarita Valley. The District is 40 miles north of Los Angeles International Airport, north of the San Fernando Valley and 30 miles east of the Pacific Ocean. College of the Canyons (COC) is a fully accredited California Community College and Hispanic Serving Institution located in northeastern Los Angeles County, serving over 16,000 students in fall 2012. COC offers 71 certificate and 71 AA/AS Degree programs in a variety of vocational, technical and academic disciplines. COC's programs articulate with programs at both University of California and California State University systems.

The International Students Program was created in 1997, and serves prospective, current, part-time, transfer and alumni students from around the world. The program also serve2 faculty and staff, community members, government entities, recruitment representatives and interested family members. The program currently serves 126 students, many who have been referred to us by local family members.

College of the Canyons is pleased to have a successful International Students Program on campus. We continue to support this program now and in to the future. Thank you.

Sincerely,

Dr. Dianne G. Van Hook
Chancellor

Dr. Jerry Buckley
VP, Instruction

Dr. Edel Alonso
President, Academic Senate

GRANT REVIEW COMMITTEE

Project/Department: International Student Program

Name of Grant: CCIE Institutional Grants

Funding Source: California Colleges for International Education

Amount of Grant: \$3,000 **Award Period:** 07/01/2014 – 01/31/2015

Grant needs to be submitted by: February 10, 2014

Abstract: Funds would be used to create a marketing campaign to promote ISP to the campus and local community. Activities include a semester-long awareness on-campus program to increase awareness of ISP to the campus as well as materials created for the community.

District Obligation (if any):

Match: Yes ____ No X

Office Space: Yes (location) ____ No X In ISP

Computer Equipment: Yes: ____ No X

Curriculum Development: Yes: ____ No X

Permanent Staffing Needs None

Facility Needs None

Purchasing/Bids _____

Evaluation: Yes (in budget): ____ No X

Other: _____

To be institutionalized: No _____

Costs to be assumed by the District at the end of the grant: None

Implications for Canyon Country Campus: None

Key COC Staff: Naomi Taniguchi, Evis Wilson, Anh Nguyen

Comments/Concerns:

Project Director's Signature _____