

College of the Canyons
March 13, 2014 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 Summary: February 27, 2014 (p2)
 - b) Curriculum Summary: March 6, 2014 (p5)
4. President's Report
5. Vice-President's Report (ASCCC Academic Academy; AAC&U General Education Conference)

B. Committee Reports

1. Curriculum – Ann Lowe
2. Professional Development – Teresa Ciardi and Lisa Hooper
3. Program Review – Paul Wickline
4. Academic Staffing – Wendy Brill-Wynkoop

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. Education for Discipline Assignments of Adjunct Faculty 2013-14 – HR compiling data
5. Formation of an Ongoing Accreditation Committee for Discussion in Fall 2014
6. Faculty Transfer and Administrative Retreats Rights – in Policy Committee

D. Discussion Items

1. Calendar Committee – Garrett Hooper (p8)
2. Proposed New BP 4041 TLC – David Andrus (p10)

E. Action Items

1. Approval of Revisions to BP 4233 and AP 4233 Attendance (p11)
2. Approval of Revisions to BP 5529 Student Conduct (Grounds for Disciplinary Action) (p15)

F. Division Reports

G. Announcements

1. Instructional Advisory Council Meeting: March 21
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 **March 27, 2014**
 As Always everyone is welcomed

Summary of the Academic Senate Meeting February 27, 2014

Attendance: Edel Alonso, Ron Karlin, Ann Lowe, Amy Shennum, Regina Blasberg, David Andrus, Deanna Riviera, Garrett Hooper, Lee Hilliard, Juan Buriel, Howard Fisher, Rebecca Shepherd, Peter Hepburn, Mike Sherry, Shane Ramey, Ruth Rassool, Bob Tolar, Thea Alvarado, Wendy Wynkoop-Brill, Marlene, Demerjian, Cindy Stephens, Adriana Vargas and Elizabeth Olivier (ASG Reps)

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the Agenda: motion to approve Cindy Stephens, seconded Ron Karlin, all in favor:
Unanimous: **Approved**
3. Approval of the Consent Calendar: motion to approve Cindy Stephens, seconded Ruth Rassool, all in favor:
Unanimous: **Approved**
4. Report of the Senate President, Dr. Edel Alonso:
 - ✓ There was a BOT meeting last night. Our policy on Program and Curriculum Development was approved with the revisions to define the credit hour.
 - ✓ Edel had lengthy meeting with V.P. Sharlene Coleal to finalize the flow chart for the budget development process. The flow chart will be brought back to PAC-B at its next meeting for approval and for inclusion in the new Decision Making Guide. Edel expressed to Sharlene the faculty's continuous desire for transparency in the budget development process and thanked her for recent changes in spreadsheets that indicate ranking of budget requests. The faculty always welcomes good faith efforts to share information about the budget development process.
 - ✓ Edel gave the floor to Wendy Brill to report on the last PAC-B meeting. Wendy shared that we are still requesting consistent meeting dates. For 2014-15, we proposed the third Monday of the month at 2:00 p.m. with the exception of the one that is Presidents Holiday. This time would not conflict with CPT meetings which start at 3:15 PM. Sharlene reviewed the strategic goals as an information item. Wendy reminded PAC-B that we have requested a revision of the PAC-B website. There will be a meeting on March 10th to review and propose changes to the website. Sharlene is supposed to send a note out to the group so look for that.
 - ✓ Edel shared that she sent out the spreadsheet on the PAC-B website to all senators and department chairs. It shows every request for budget augmentations and then how the requests were prioritized at all three levels: from the department chair, to the deans, to the executive cabinet. This action was a result of PAC-B, where faculty asked who makes the decisions on these requests. It was suggested that a legend be added to the spreadsheet explaining what the "levels" listed meant and that a definition of "forced cost" be added. It was also suggested that another column be added that shows the strategic goal attached to each request. The faculty on PAC-B will be asking for an additional column that states if the request was funded or not and if it was funded, what was the funding source.
 - ✓ Report of the Vice-President, Paul Wickline: Paul is at a conference with Rebecca he will give a report when he returns.

B. Committee Reports:

1. Calendar Committee – Garrett Hooper. The committee is proposing two options of the calendar for faculty to consider. Garrett reviewed the calendar options and the reasons for either shortening spring break or leaving it as is. The Senators will share this with their divisions and bring back their faculty input for a discussion item at the next Senate meeting.

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revisions of Prerequisite Policy – in Policy Committee
3. ISLO LEAP – under discussion at Division Level
4. Education for Discipline Assignments of Adjunct Faculty 2013-14 – HR compiling data
5. BP 5529 Student Conduct (Grounds for Disciplinary Action) – in Policy Committee
6. Formation of an Ongoing Accreditation Committee for Discussion in Fall 2014
7. Administrative Retreat Rights – in Policy Committee

D. Discussion Items

1. Assessment of Prior Learning (APL)

COC has policy and mechanisms in place for granting students credit for prior knowledge via AP, IB, and CLEP exams as well as credit-by-exam. When a department agrees to grant credit-by-exam, what form the exam takes is entirely up to the faculty in that department. Currently for credit-by-exam, faculty are using portfolios, paper and pencil tests, a combination of oral and written exams, a demonstration or performance. Edel explained that the counselors know well the existing options and advice students accordingly. The discussion revolved around the workload of administering and assessing these exams. The faculty in the CTE division and the Department of Modern Languages enthusiastically promote the credit-by-exam option for students to verify prior knowledge. Academic departments use the AP, IB, and CLEP exams for students to verify prior knowledge. The consensus of the Senators was to maintain the status quo with each department having the option of credit-by-exam, AP, IB, and CLEP.

2. ACCJC Policy on Assessment of Prior Learning

The ACCJC policy on direct assessment of prior learning that James Grossklag sent was reviewed. It does not speak specifically to portfolio but just to colleges allowing assessment of prior learning.

3. Academic Senate Survey

Edel has sent a Senate Survey out and has received 88 responses so far. The results were reviewed by the Senators. The survey was sent to the full-time faculty only, but Edel is going to find a way to send it to adjuncts that are on college committees or serve on the Senate. She will get that out as soon as possible. The survey will be mentioned in the Senate program review.

4. SB 850 introduced by Senator Block

The Senators reviewed Senate Bill 850 that is going to be granting pilots to community colleges to develop Bachelor's degrees programs. The legislature is looking particularly at programs that are generally not offered at the four year schools such as CTE programs and at impacted programs such as Nursing. The Senators are in full support of this bill and Edel will communicate this to Dr. Van Hook and the Advocacy team. The Senate will need to look at the minimum qualifications for the faculty who teach in the Bachelor's programs.

E. Action Items

1. Approved Academic Senate SP 2014 Program Review: motion to approve by Ann Lowe, seconded by Wendy Brill: all in favor: Unanimous: **Approved**

F. Division Reports:

CTE: Edel visited the CTE division meeting to inquire about their interest in adopting the CWEE courses related to their majors/certificates. The faculty discussed the additional workload and recommended that CWEE become a Department with a Department Chair so that the chair may receive compensation and take care of all faculty matters such as scheduling classes, hiring and evaluating the adjuncts to teach the classes, coordinating the SLO assessments, writing and updating the curriculum, and writing the program review. Their suggestion was to open to all faculty campus wide with appropriate compensation. The Senators agreed with the CTE faculty.

Allied Health: Nursing Department is working hard and preparing to send their self-study.

Math & Science: Reminder that they will have a speaker on March 7th, Friday symposium.

Social & Science: N/A

Student Services: Very busy preparing for the implementation of SB 440 and new enrollment priorities.

Early Childhood: Teaching credentialing commission is currently looking at their permit. Cindy is going to be going on statewide committee and will share more information in the future.

Humanities: N/A

FAPA: Faculty would like access to enrollment data that deans have. They were told to ask Senate

G. Announcements: Elections for Department Chairs, Division Senators, and Senate Officers will take place in March. Michael Sherry, Elections Chair, will send out the call for nominations and place ballots in the faculty mailboxes. The Senators were reminded that if no faculty member is nominated, there is a call for nominations from the entire division. If not faculty member from the division is nominated, there is a call for nominations from the entire faculty. If there is no faculty member from the entire faculty nominated, an ad hoc committee is created to appoint a chair. See the Senate's Procedures for the Election of Department Chairs on the Senate website for more information.

H. Open Forum

I. Adjournment: 4:37 p.m.

CURRICULUM COMMITTEE SUMMARY

March 6th, 2014

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on February 24th, 2014:

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

Members absent: Enrollment Service – Vacant; Karlin, Ron – Member at Large; Ruys, Jasmine – Admissions & Records

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
MUSIC	173	Jazz Vocal Ensemble	Reducing recommended class size to 15 from 18 students due to auditions, and to be consistent with other Ensemble course (MUSIC-186).	J. Lawson	Summer 2014
NURSNG	050	Nursing Assistant Training	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	051	Home Health Aide	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	109	Transition into Nursing	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	114	Fundamentals of Nursing	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	124	Beginning Medical Surgical Nursing	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	126	Psychiatric Nursing	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	130	Nursing Clinical Practice	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	206	Operating Room Nursing	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	234	Intermediate Medical Surgical Nursing	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	236	Maternal Child Nursing	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	240	Advanced Medical Surgical Nursing and Leadership	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014
NURSNG	250	Transition to Professional Practice	Adding "Field Trip Required" to course descriptions.	T. Kozick	Fall 2014

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
CIT	175	Web Development: Flash	Course will no longer be offered. Will be removed from the Website Development Certificate of Specialization.	M. Lipman	Fall 2014
CMPNET	189	MS Server Exchange	Course will no longer be offered.	L. Hilliard	Fall 2014
GMD	105	Digital Imaging	Courses will no longer be offered. Will be removed from Graphic Design Degree/Certificate & Multimedia Degree/Certificate.	K. Jenkins	Fall 2014
WELD	133	Welding Inspection	Course will no longer be offered. Will be removed from the Robotic Welding Automation & Shielded Metal Arc Welding Certificates of Specialization.	T. Baber	Fall 2014

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
ART	110	Art History: Paleolithic to Renaissance	Revised schedule description, revised SLO , objectives and content to reflect C-ID reviewer requested changes. Added DLA.	M. McCaffrey	Fall 2014
ART	111	Art History: Renaissance to Modern	Revised objectives and content to reflect C-ID reviewer requested changes.	M. McCaffrey	Fall 2014
AUTO	090	Auto Maintenance and Operation	Revised descriptions, revised SLO , revised objectives and content, updated textbook. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	G. Sornborger	Fall 2014
AUTO	094	Automotive Heating and Air Conditioning	Added SLO , revised objectives and content, updated textbook. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	G. Sornborger	Fall 2014
AUTO	101	Automotive Engine Fundamentals	Revised descriptions, added lecture SLO , revised objectives and content. Updated textbooks. Rationale for revision: 5 year revision and department discussion indicated added SLO would serve student assessment better.	G. Sornborger	Fall 2014
AUTO	102	Engine Performance I	Revised descriptions, revised SLO & added lab SLO , revised objectives and content. Updated textbooks. Rationale for revision: 5 year revision and department discussion indicated revised SLO's would serve student assessment better than previous SLO.	G. Sornborger	Fall 2014
AUTO	104	Steering, Suspension and Alignment	Added lecture SLO , revised objectives and content. Updated textbooks. Rationale for revision: 5 year revision and department discussion indicated added SLO would serve student assessment better.	G. Sornborger	Fall 2014
AUTO	108	Engine Performance II	Revised descriptions, revised SLO's (2) , revised objectives and content. Updated textbooks. Rationale for revision: 5 year revision and department discussion indicated revised SLO's would serve student assessment better than previous SLO's.	G. Sornborger	Fall 2014

AUTO	109	Automotive Brake Systems	Revised SLO & added lecture SLO , revised objectives and content. Updated textbooks. Rationale for revision: 5 year revision and department discussion indicated added SLO would serve student assessment better than previous SLO's.	G. Soenberger	Fall 2014
CWE	188	Cooperative Work Experience	Revised descriptions, revised SLO's (2) , revised objectives and content. Rationale for revision: 5 year revision and department discussion indicated revised SLO's would serve student assessment better than previous SLO's.	W. Faudree	Fall 2014
PHOTO	160	Black and White Photography	Revised descriptions, revised SLO's (2) , revised objectives and content. Rationale for revision: 5 year revision and department discussion indicated revised SLO's would serve student assessment better than previous SLO's.	W. Beill-Wynkoop	Fall 2014
PHOTO	210	Wedding Photography	Revised objectives and content. Rationale for revision: 5 year revision.	W. Beill-Wynkoop	Fall 2014
PHOTO	280	Large Format Photography and the Zone System	Revised descriptions, revised SLO's (4) , revised objectives and content. Rationale for revision: 5 year revision and department discussion indicated revised SLO's would serve student assessment better than previous SLO's.	W. Beill-Wynkoop	Fall 2014

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Graphic & Multimedia Design – Graphic Design	A.A. Degree	Removing GMD-105, adding GMD-173 to program outline, no change in total units.	K. Jenkins	Fall 2014
Graphic & Multimedia Design – Graphic Design	Certificate of Achievement	Removing GMD-105, adding GMD-173 to certificate outline. No change in total required units.	K. Jenkins	Fall 2014
Graphic & Multimedia Design – Multimedia	A.A. Degree	Removing GMD-105, adding GMD-144 to certificate outline. No change in total required units.	K. Jenkins	Fall 2014
Graphic & Multimedia Design – Multimedia	Certificate of Achievement	Removing GMD-105, adding GMD-144 to certificate outline. No change in total required units.	K. Jenkins	Fall 2014
Website Development	Certificate of Specialization	Removing CIT-175 from certificate outline, total required units drop to 13.5 units.	M. Lipman	Fall 2014
Welding Technology – Robotic Welding Automation	Certificate of Specialization	Removing WELD-133 from certificate outline, no change in total required units.	T. Baber	Fall 2014
Welding Technology – Shielded Metal Arc Welding	Certificate of Specialization	Removing WELD-133 from certificate outline, no change in total required units.	T. Baber	Fall 2014

-Motion to approve all Consent Calendar Items on the March 6th, 2014 Curriculum Committee Agenda; Motion by Anne Marengo, second by Tina Waller. All in favor: Unanimous.

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
PHOTO	157	Digital Imaging	3 units, 36 hours of lecture, 54 hours of lab, not repeatable, new SLO's (2).	W. Beill-Wynkoop	Fall 2014
THEATR	123 186A	Technical Theatre I (Beginning)	1.50 – 4 units, 18 hours of lecture, 27 – 216 hours of lab, not repeatable, new SLO's (2). New Audition/Interview prerequisite, new recommended preparation of THEATR-120 & THEATR-130.	P. Wickline	Fall 2014
THEATR	163 184A	Musical Theatre Rehearsal and Performance I	1.50 – 4 units, 18 hours of lecture, 27 – 216 hours of lab, not repeatable, new SLO's (2). New Audition prerequisite.	P. Wickline	Fall 2014
THEATR	190A 180A	Modern Rehearsal and Performance I	1.50 – 4 units, 18 hours of lecture, 27 – 216 hours of lab, not repeatable, new SLO's (2). New Audition prerequisite, new recommended preparation of THEATR-140.	P. Wickline	Fall 2014
ARCHT	084	Digital Illustration for Architecture and Interior Design	2 units, 18 hours of lecture, 54 hours of lab, not repeatable, new SLO's (2). Cross listed with ID-084. New recommended preparation of ART-124A, ID-103 and ID-104. Added DLA.	D. Minarsch	Fall 2014
ID	084	Digital Illustration for Architecture and Interior Design	2 units, 18 hours of lecture, 54 hours of lab, not repeatable, new SLO's (2). Cross listed with ARCHT-084. New recommended preparation of ART-124A, ID-103 and ID-104. Added DLA.	D. Minarsch	Fall 2014

-Motion to approve PHOTO-157; Motion by Anne Marengo, second by Shane Ramey, All in favor: Unanimous.

-Motion to approve THEATR-180A, 184A, and 186A; Motion by Anne Marengo, second by Shane Ramey, All in favor: Unanimous.

-Motion to approve ARCHT-084 and ID-084; Motion by Anne Marengo, second by David Brill, All in favor: Unanimous.

MODIFIED COURSES:

Subject	#	Title	Description of action	Author	Effective
ID	093	Home Staging and Applications	Added ID-084/ARCHT-084 as a prerequisite.	D. Minarsch	Fall 2014

-Motion to approve ID-093 modifications; Motion by Anne Marengo, second by David Brill, All in favor: Unanimous.

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Commercial Photography	Certificate of Achievement	Replacing GMD-105 with PHOTO-157, no change in total required units.	W. Beill-Wynkoop	Fall 2014
Fine Art Photography	A.A. Degree	Replacing GMD-105 with PHOTO-157, no change in total required units.	W. Beill-Wynkoop	Fall 2014
Fine Art Photography	Certificate of Achievement	Replacing GMD-105 with PHOTO-157, no change in total required units.	W. Beill-Wynkoop	Fall 2014
Home Staging	Certificate of Specialization	Adding ID-084 to certificate outline, total required units increased to 13.5 units.	D. Minarsch	Fall 2014

-Motion to approve Commercial Photography Certificate of Achievement, Fine Art Photography A.A. Degree, and Fine Art Photography Certificate of Achievement modifications; Motion by Joseph Voth, second by Tina Waller, All in favor: Unanimous.

-Motion to approve Home Staging Certificate of Specialization modifications; Motion by Anne Marengo, second by David Brill, All in favor: Unanimous.

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
History for Transfer	A.A.-T Degree	18 required units based on state approved Transfer Model Curriculum (TMC), New Program SLO added.	P. Pannington	Fall 2014
Kinesiology for Transfer	A.A.-T Degree	20 required units based on state approved Transfer Model Curriculum (TMC), New Program SLO added.	H. Flahar	Fall 2014
Studio Arts for Transfer	A.A.-T Degree	24 required units based on state approved Transfer Model Curriculum (TMC), New Program SLO added.	J. Lorigan	Fall 2014

-Motion to approve History A.A.-T Degree, Kinesiology A.A.-T Degree, and Studio Arts A.A.-T Degree; Motion by Anne Marengo, second by Diane Solomon, All in favor: Unanimous.

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
ARCHT	084	Digital Illustration for Architecture and Interior Design	New recommended preparation of ART-124A, ID-103 and ID-104.	D. Minarsch
ID	084	Digital Illustration for Architecture and Interior Design	New recommended preparation of ART-124A, ID-103 and ID-104.	D. Minarsch
ID	093	Home Staging and Applications	New prerequisite of ID-084/ARCHT-084.	D. Minarsch
THEATR	123 186A	Technical Theatre I (Beginning)	New Audition/Interview prerequisite, new recommended preparation of THEATR-120 & THEATR-130.- Approved	P. Wickline
THEATR	163 184A	Musical Theatre Rehearsal and Performance I	New Audition prerequisite.- Approved	P. Wickline
THEATR	190A 180A	Modern Rehearsal and Performance I	New Audition prerequisite, new recommended preparation of THEATR-140.- Approved	P. Wickline

NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
ARCHT	084	Digital Illustration for Architecture and Interior Design	Online/Hybrid, 100% online.- Approved	D. Minarsch
ART	110	Art History: Paleolithic to Renaissance	100% online.- Approved	M. McCaffrey
ID	084	Digital Illustration for Architecture and Interior Design	Online/Hybrid, 100% online.- Approved	D. Minarsch

New Courses Includes ISA's	6	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	3	New DLA's	3	Deleted Courses	4
Modified Courses	14	New SLO's	19	Deleted Programs	-0-
Modified Programs	11	Modified SLO's	14	Proposals Reviewed in Technical Review Session	14
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	1

Calendar Committee
Meeting Summary
February 18, 2014

Participants: Michael Wilding, Collette Vartanian (ASG), Bob Tolar, Marlene Demerjian, Lynn Betancourt, Jasmine Ruys, Denée Pescarmona, Garrett Hooper, Alberto Lopez, and Audrey Green

The committee reviewed academic calendar options for the 2015-16 and 2016-17 in an effort to begin the process in manner that afforded the campus community both input and the ability to plan. The mandated holidays provided by the Community College Chancellors were reviewed and included in the discussion.

Acknowledging there are many factors that need to be taken into consideration including student learning, classified staff negotiations, faculty concerns and instructional planning two proposals are being put forth for discussion.

Option 1-Modified Spring Break

Fall 2015

August 24	Semester start
September 7	Labor Day
November 11	Veteran's Day
November 26-27	Thanksgiving
December 12	Semester end

Winter 2016

January 4	Winter Intersession start
January 18	Martin Luther King
February 6	Winter Intersession end

Spring 2016

February 8	Semester start
February 12-15	Lincoln/Washington Holiday
March 31-April 1	Modified spring break
May 26	Semester end
May 27	Graduation

Pros

End spring semester 1 week earlier-more similar to the fall in terms of holidays.
Allows additional flexibility for summer scheduling and no overlap between summer session and Fall Flex.
Enhances student learning through eliminating loss of momentum as a result of week-long spring break.

Cons

Shortened spring break.

Continuity for final exam week (ends before Memorial Day) –Monday classes won't lose an additional meeting day.

Option 2-Traditional

Fall 2015

August 24	Semester start
September 7	Labor Day
November 11	Veteran's Day
November 26-27	Thanksgiving
December 12	Semester end

Winter 2016

January 4	Winter Intersession start
January 18	Martin Luther King
February 6	Winter Intersession end

Spring 2016

February 8	Semester start
February 12-15	Lincoln/Washington Holiday
March 28-April 1	Spring break
May 30	Memorial Day
June 2	Semester end
June 3	Graduation

Pros

Retains the one week break mid-semester.

Cons

Extends the academic year beyond Memorial Day, and reduces the number of class meetings for sections that meet on Monday.
Lack of continuity for the week of finals.
Student loss of momentum after spring break.
Reduces length of summer and may require summer session to overlap with Fall Flex.

Proposed New Board Policy 4041 - TLC

4041.1 The Santa Clarita Community College District shall provide instructional support services to enrolled students through The Learning Center in a variety of subjects. The Learning Center is committed to enhancing student success and retention by providing academic support through innovative services including one-on-one tutoring, group study, independent self-help resources, computer-assisted tutorials, online tutoring.

4041.2 The important functions of The Learning Center are as follows:

- (A) Develop student skills by offering academic support and innovative resources for preparation to be independent and lifelong learners.
- (B) Provide an environment where learning is the priority and academic goals are nurtured for long-term success.
- (C) Provide trained and qualified staff to assist students with academic skills needed to complete course work successfully.
- (D) Provide support in basic skills areas such as reading, writing, ESL, and mathematics to build a strong academic foundation while strengthening critical thinking and reasoning skills.
- (E) Create a community of learning, and develop a passion for teaching among student tutors.
- (F) Provide opportunities for students to take exams in a secure proctored environment.

Proposed Revisions to BP 4233 Attendance

Reference: Title 5, Sections 58003, 58004; Student Attendance Accounting Manual; HEA Sec. 103 and 484(I); 34 CFR 600.2; 34 CFR 668.3

The Santa Clarita Community College District has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5 section 58003 that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The Santa Clarita Community College District authorizes specified designated District personnel to develop and implement those procedures necessary to comply with state mandated attendance reporting requirements. This policy is applicable to all courses, regardless of delivery format, offered by the Santa Clarita Community College District.

4233.1 Definitions:

- A. No show drop – a drop that occurs as a result of a student not attending the first class meeting.
- B. Census drop - a drop occurs when a student stops attending a class prior to the first census drop or 20% of the course. The “drop date” shall be the end of business of the day immediately preceding the census day.
- C. Withdrawal drop –a withdrawal occurs when a student stops attending prior to 75% of the term or the 12th week of classes for full-term classes.
- D. Absences
 - 1) Excessive absences- an accumulation of excused and/or unexcused absences amounting to more than 10% of the class meetings.
 - 2) Excused absence- an absence caused by documented extenuating circumstances.
 - 3) Unexcused absence- an absence with no documented extenuating circumstance.
- E. Extenuating circumstances- verified cases of accidents, illness, and other circumstances beyond the control of the student. A student must have documentation to prove an extenuating circumstance.
- F. The last date of attendance - is either the mid-point of the financial aid payment period, as the effective withdrawal date, or the student’s last date of attendance as determined by his or her last known academically related activity. Academic related activity requires more than attendance in the student’s face to face or electronic classroom.
- G. Academically related activities include but are not limited to:
 - 1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
 - 2) Submitting an academic assignment;
 - 3) Taking an exam, an interactive tutorial or computer-assisted instruction;
 - 4) Attending a supplemental learning activity and/or study group that is assigned by the instructor;
 - 5) Participating in an online discussion about academic matters; and

- 6) Initiating contact with the instructor of record to ask a question about the academic subject studied in the course.
- 7) Academically related activities do not include activities where a student may be present but not academically engaged, such as:
 - 1. Logging into an online class without active participation; or
 - 2. Participating in academic counseling or advisement¹.
- H. Academic Engagement in Distance Education— is academically related activities, described in the relevant course outline of record, including, but not limited to regular or substantive interaction between the students and initiated by the faculty through discussion board posts, completed assignments, or electronic conversations with faculty. This does not include passive activity in the course; e.g. watching a lecture, downloading an assignment, or other non-interactive activities.
- I. Distance Education- courses that deliver instruction online using the Internet (synchronously and/or asynchronously), provide for regular and substantive contact and interaction online between instructor and students that is initiated by the instructor, and require online activities as part of a student's grade.

4233.2 For the purposes of attendance and in application of census procedures, the Santa Clarita Community College District shall clear the rolls of students with inactive enrollment for the following time periods:

- A. Been identified as a no show, or
- B. Stopped attendance prior to the Census date, or
- C. Stopped attendance prior to the Withdrawal date.

4233.3 A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences related to nonattendance.

4233.4 Regular and punctual attendance is an integral part of the learning process. Students of the Santa Clarita Community College District are expected to attend all scheduled classes in which enrolled. An instructor has the authority to drop a student who violates written attendance policies. Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

- A. Only persons who are registered for a class at the Santa Clarita Community College District may attend that class. Students are expected to attend all class meetings for those courses in which they are enrolled. Attendance requirements are determined by the course

¹ Participation in academic counseling and advising are no longer considered to be academic attendance or attendance at an academically related activity. (*Federal Student Aid Handbook, June 2012; Chapter 1 – Withdrawals and the Return of Title IV Funds*)

instructor. Students who do not meet the attendance requirement as determined by the course instructor may be dropped or withdrawn from the course.

- B. Students who fail to attend the first scheduled class meeting or fail to obtain permission from the instructor regarding absence before the first scheduled class meeting shall be dropped as a no show from the course.
- C. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- D. Any student with excused or unexcused absences amounting to more than 10% of the class meetings may be dropped or withdrawn from the class. An instructor may drop a student up until 20% of the course (the 2nd week of a full semester length class) or withdraw a student from a course up until 75% of the course (the 12th week of a full semester length class) due to excessive absences.
- E. Absence due to an extenuating circumstance may be accepted by the instructor as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students anticipating or encountering extended absences due to medical, personal or family emergencies should remove him or herself from the course.
- F. **A student who is tardy or leaves early from a course multiple times may accrue an absence, as defined by the instructor's syllabus.**
- G. It is the student's responsibility to officially drop or withdraw from a course. Students failing to officially drop or withdraw from a course may receive an "FW" grade.

4233.5 Distance Education Courses

- A. Distance education courses require regular and substantive interaction between students and initiated by the faculty.
- B. A student's absence from a distance education course shall be determined by the last day on which the student was academically engaged and participated in an academically related activity in the class.
- C. The last date of attendance for students enrolled in a distance education course will be used in determining a student's absences and subsequent drop or withdrawal from a class.

4233.6 Financial Aid Repayment

Any student who receives Federal financial aid and completely withdraws or fails to complete any units during the payment period or period of enrollment, will be required to repay any unearned financial aid funds.

Proposed Revisions to AP 4233 Attendance

- 4233.1 (A) The faculty shall drop students for no-show and census drops. The faculty member will no show drop a student via My Canyons during the first week of the course if the student did not attend the first day of the course. Instructors are not obligated to hold a seat for a student that does not attend the first day of the course.
- (B) The faculty member will drop a student via My Canyons prior to the census date of the course if the student stopped attending the course after the first day of the course.
- (C) The faculty member has the opportunity to withdrawal a student from the course if the student stopped attending after the census date and missed more than 10% of the course meetings up until 75% of the course.
- (D) The faculty member may establish a limit on tardy or leaving early from the course to equal an absence. This classroom procedure shall be established in the syllabus for students on the first day of the course.**
- 4233.2 Students must attend all courses, in person or on-line, that show on their schedule. If the student stops attending the course, it is the responsibility of the student to drop the course from his or her record.
- 4233.3 An instructor may approve a reinstatement for a student into their course if the student shows the excessive absences were a result of a documented extenuating circumstance. An instructor does not have to approve a reinstatement back into his or her course.
- 4233.4 Students must actively participate in online courses to prove attendance. Attendance in an online course will be counted when a student participates in an academically related activity. If the student does not participate in an academically related activity throughout the course, the instructor may drop the student for non-attendance.
- 4233.5 Students who receive federal financial aid, and are dropped for non-attendance, will be responsible for repayment of any unearned financial aid funds. The Financial Aid office will provide students with the repayment amount based on the last day of attendance in courses dropped. The student must repay the money back to the college or a hold will be placed on the student's record. The student will not receive college services until the unearned financial aid funds are repaid and the hold is removed.

5529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes, which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction, including cutting, defacing, vandalizing, or marking with graffiti, of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor, or knowingly receiving stolen College or District property or private property on campus.
- B. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to the College or one of its officials, or any fraud activity including reversing credit card charges to avoid paying fees, or failure to make good on returned checks cashed by the College.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty, including having other students or non-students take courses, tests, placement exams, or write papers.
- D. Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.
- E. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence including flaming, bashing, bullying, sharking or any abusive, threatening, coercive, or hostile behavior, including online interaction, directed toward any member of the College, or members of his or her family, or a campus visitor, or any harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
- F. Willful or blatant misuse of any student contact information obtained from another student either directly, or as part of a course assignment or study group, including sending harassing, stalking or threatening type correspondence or photos either through email, texting or social media, or making harassing, stalking or threatening type phone calls to another student.
- G. Willful or blatant misuse of email or engaging in other inappropriate forms of communication with College faculty or staff, including communication by written notes, phone, voicemail, or any form of electronic communication.
- H. Manufacture, use, possession, distribution, sale, offer to sell, furnishing, arranging or negotiating the sale of any drug or drug paraphernalia, or being under the influence of alcohol, narcotics, or other dangerous drugs, or the

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abuse of any lawfully prescribed medication which causes the student to be so impaired as to be a danger to oneself or others, or to be disruptive to the educational or administrative process, on campus, or off campus at any College-sponsored event, including day and night while the student is under the supervision of the College and its personnel, even when formal activities of the event (athletic event, conference, field trip, etc.) have ended.

H._____

G-I. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College or District property, facilities, supplies or equipment, or vehicles, or unauthorized occupancy of any buildings, or other facilities owned, rented, leased, or otherwise under the control of the College or District.

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H-J. Disorderly, lewd, indecent, obscene or offensive conduct or language on College/District-owned or controlled property or of at College-sponsored or supervised functions, or engaging in expression which is libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises, or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District.

I-K. Possession, ~~or use, or sale~~ of any weapons including firearms, knives, explosives, dangerous chemicals, or other potentially harmful implements, or substances, or objects, which could be classified as a weapon, or any imitation or replica weapons, which may cause alarm to the College community while on the College campuses or at a College or District-sponsored function without prior authorization of the College President CEO or designee.

J-L. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8

K-M. _____ Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function, or the open and persistent defiance of authority. This includes all extracurricular activities including, but not limited to, internships, service-learning activities, athletic events, conference travel, and field trips during all hours the student is under supervision of the College and its personnel.

L-N. _____ Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, web site, social network, or by posting on an official bulletin board designated for this purpose.

M-O. _____ Soliciting or assisting another to undertake any act, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

N-P. _____ Abusive behavior directed toward, or hazing of, a member of the

College community, or any act, which injures, degrades, disgraces or tends to injure, degrade, or disgrace any fellow student or member of the campus community.

Q.Q. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.

P.R. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics, refer to the College of the Canyons Acceptable Use Agreement.

Q.S. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.

R.T. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.

S.U. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;

T.V. Gambling on College or District property.

U.W. Willful or persistent smoking of tobacco products, or the use of an electronic cigarette, hookah pen or pipe, or similar device used to ingest flavored serums, with or without nicotine and which dispense vapors, in any area where smoking or use of vapor emitting electronic cigarettes, pens, pipes or similar devices has been prohibited by law or by regulation of the College or District.

V.X. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, externships, service-learning or volunteer placements, and athletic events.

W.Y. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.

Z. Attempting to perform any actions that are cause for disciplinary action identified above.

AA. Any attempt to misuse a campus parking permit issued by the College or District including selling a College-issued student parking permit to another student, giving an expired student parking permit to another student, allowing a current or expired student parking permit to be borrowed by another student, making use of any stolen College-issued parking permit, creating or making any form of falsified or fake student or faculty/staff parking permit with the intent for use on a District campus.

BB. Violations of California Vehicle Code or local traffic violations, which cause a threat to persons or property, or the orderly operation of the College by virtue of the nature or frequency of the violations.

CC. Failure to pay, in a timely manner, parking citations written by the College's Campus Safety Officers for parking violations, which occur on the College's campuses.

DD. False accusations or malicious charges against another student or member of the campus community.

EE. Violation of federal, state, or local statute or ordinance, or District policy, rule, or regulation while on College property and during all hours, off campus, while the student is under the supervision of the College and its personnel.

FF. Attempting to perform any actions that are cause for disciplinary action identified above

X-

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