

Academic Senate for College of the Canyons  
**November 6, 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: October 23, 2014 (pg. 2)
  - b) Curriculum Summary: October 30, 2014 (pg. 4)
4. Academic Senate President's Report – Paul Wickline – Area C meeting
5. Academic Senate VP Report – Rebecca Eikey

**B. Committee Reports**

**C. Unfinished Business**

1. Policies on Counseling Services, Prerequisite – in Policy Review Committee
2. Alignment of LEAP Principles with Institutional SLO's (ISLO) – in Division Discussions
3. Formation of Ongoing Accreditation Committee – for Senate Discussion in Fall 2014
4. Local Graduation Requirements – for Senate Discussion in Fall 2014

**D. Discussion Items**

1. AB 86 – Dr. Buckley and Dr. Alonso
2. COC Honors Operating Procedures – Miriam Golbert (pg. 6)

**E. Action Items**

1. BP 5010 and AP 5010 Draft Submission to Senate and Concurrent Enrollment Revised (pg. 9)
2. Revised charter/mission for the SLO committee (pg. 15)
3. Program Review Committee Procedures (pg. 17)
4. Discipline assignment for Jeremy Goodman, Assistant Director, The learning Center (pg. 20)
5. Student Equity Plan – <http://tinyurl.com/n9sp9q2> Ryan Theule
- 6.

**F. Reports**

- Division Reports

**G. Announcements**

1. Fall Plenary November 13-15, Irvine, CA – Paul Wickline and Rebecca Eikey
2. Scholarly Presentation, November 20, 2014, Phil Gussin, 6:00 p.m.
3. Courses in need of five year curriculum revision: November 21, 2014 is the deadline to submit revised proposals, including Distance Learning Addendums and revised degrees/certificates to be eligible for publication in 2014-15 catalog: February 6, 2015. December 12, 2014 is the deadline for reaching stage 7.
4. CTE Curriculum Academy – January 15-16, 2015
5. AAC&U Liberal Education Global Flourishing & the Equity Imperative, January 21-24, 2015 Washington D.C. Rebecca Eikey, Andy McCutcheon and Anne Marengo
6. Accreditation institute, February 20-22, 2015 San Mateo Marriott Hotel, San Francisco
7. Academic Academy, March 13-14, 2015, Westin South Coast Plaza, Costa Mesa
8. Spring Area C Meeting, March 28, 2015, Location TBD
9. Vocational Leadership Institute, May 7-9, 2015, Location TBD
10. Faculty Leadership Institute, June 11-13, 2015, San Jose Marriott
11. Curriculum Institute, July 9-11, 2015, Anaheim-Orange Country (Orange) Doubletree

**H. Open Forum**

**I. Adjournment**

The next Senate meeting will take place on **November 20, 2014**  
*As always everyone is welcomed*

## Summary of Academic Senate Meeting October 23, 2014

Attendance: Paul Wickline, Rebecca Eikey, Edel Alonso, Ron Karlin, Bob Maxwell, Regina Blasberg, Jasmine Ruys, Deneé Pescarmona, Andrew Rodriguez, Lee Hilliard, Shane Ramey, Ryan Theule, Amy Shennum, Dr. Jerry Buckley, Chelley Maple, Daylene Meuschke, Wendy Brill-Wynkoop, Andy McCutcheon, Deanna Riviera, Jon Amador, Ann Lowe, Mike Sherry, David Andrus, Debbie Rio, Garrett Hooper, Ruth Rassool and Diane Fiero

### A. Routine Matters

1. Call to order at 3:00 p.m.
2. Approval of the Agenda: Ann Lowe motioned to edit the Curriculum summary. The instructor for Culinary Arts, Cindy Swanke, would like to change the units so Ann is pulling that from the curriculum summary. She will submit a technical change memo to reduce the units. The committee will approve the change to the course and the units in the certificate at the next meeting. Motion to pull from summary motion Wendy Brill, seconded Shane Ramey.  
Unanimous: **Approved**
3. Approval of the consent calendar: motion to approved Amy Shennum, seconded Rebecca Eikey.  
Unanimous: **Approved**
4. **Presidents Report Paul Wickline**
  - Edel Alonso thanked the committee for the Oktoberfest. \$1500 was raised for the Emeriti Scholarship. Thank you to all for their hard work.
  - Paul will send out Chancellor's Office Online Education Initiative request for three courses to be a pilot test in the developing project. If you want any information please contact Paul. The reason you were contacted initially is because your course was chosen for the pilot.
  - Humanities Program Viability Ad Hoc Committee is looking for a chair for the committee. If you are interested please let Paul know.
  - Paul Wickline, Rebecca Eikey, Andy McCutcheon, Garrett Hooper attended the Student Success conference. Deneé Pescarmona, Barry Gribbons, Audrey Green, Debbie Rio, Carmen Dominguez and Brent Riffel were also in attendance. Paul strongly encourages faculty to attend if the opportunity comes up again.
  - AB 86 was a conversational topic. In two weeks Paul will be brought up to speed to better understand AB 86. He is hoping to get it on the agenda for November 6<sup>th</sup>.
  - Paul thanked David Andrus for the language he gave Paul for 3SP. Paul did not sign off on the document which was provided to Chelley Maple to submit to the state with the plan.
  - Paul meant to send an email that your position as Senator is important and any information shared here please take it back to your division. If you are not able attend the Senate meeting please let Lita know and see if you can get someone to attend the meeting. Lita has forms that you can sign off giving this person your permission to vote for them.
5. **Vice President's Report, Rebecca Eikey:**
  - Rebecca reported that she is looking to put an Ad Hoc committee together for Syllabi Guidelines. This is a very delicate situation. She wants to keep Academic Freedom. Please let Rebecca know if you are interested on being on this committee. This appears

to go back to a communication issue. Dr. Buckley said that he appreciate all the work faculty as done.

**B. Committee Reports:** N/A

**C. Unfinished Business**

1. Policies on Counseling Services, Prerequisite – in Policy Review Committee
2. Alignment of LEAP Principles with Institutional SLO's (ISLO) – in Division Discussion
3. Formation of Ongoing Accreditation Committee – for Senate Discussion in Fall 2014
4. Local Graduation Requirement – for Senate Discussion in Fall 2014
5. AB 86

**D. Discussion Items**

1. Annual Student Survey Instruction Canyon Country and Valencia  
Daylene discussed the survey and what was put on them and asked if there were questions and there were not.
2. Student Equity Plan  
Ryan Theule went over the Student Equity plan in length. The plan is not ready to be voted on just yet. It will come back to the Senate as an action item once it is ready. There were no questions. The plan needs to be adopted by the end of the semester. It was suggested that Ryan come to the next PAC-B meeting and explain this to the committee. He said he would attend.
3. BP 5010 and AP 5010 Draft Submission to Senate and Concurrent Enrollment Revised  
David went over the policy once more. This is the third time it has come back to Senate. Jasmine Ruys attended to answer any questions anyone may have. There were questions and a discussion. The only issue was whether or not to let 9<sup>th</sup> and 10<sup>th</sup> grade students attend. Some faculty are okay with it others are not. Also the Assessment testing was still be an issue for some. After a lengthy discussion it was decided that these policies would come back as an Action for November 5<sup>th</sup>. We could still discuss them and if not resolved they can be tabled.
4. Revised charter/mission for the SLO committee  
The only change was the name. The committee will called the Committee for Assessing Student Learning (CASL). There was a short discussion and this will come back as an Action item for the next agenda.
5. Program Review Committee Procedures  
Paul went over the procedures and the changes and the reasons for the changes. There was a short discussion. This item will come back as an Action Item for the next agenda.

**E. Action Items**

1. BP 3420 Equal Employment Opportunity and AP 3420 EEO Plan Submission Revised: motion to approve Rebecca Eikey, seconded Ruth Rassool. Unanimous. **Approved**

**F. Reports:** N/A

**G. Announcements:**

- Area C meeting October 25<sup>th</sup>, Santa Barbara, CA
- Fall Plenary November 13-15, Irvine, Ca – Paul Wickline and Rebecca Eikey
- Courses in need of five year curriculum revision: December 12<sup>th</sup> is the deadline for reaching stage 7.

H. Open Forum: N/A

I. Adjournment: 4:37 p.m.

## CURRICULUM COMMITTEE SUMMARY

October 30<sup>th</sup>, 2014

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of Technical Review meeting held on October 24<sup>th</sup>, 2014.

Members present: Backes, Patrick – Curriculum & Articulation Coordinator; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Hilliard, Lee – Career & Technical Education; Hyatt, Rhonda – Physical Education & Athletics; Lowe, Ann – Co-Chair, Faculty; Marenco, Anne – Social Science & Business; Matsumoto, Saburo – Member at Large; Karlin, Ron – Learning Resources; Ramey, Shane – Adjunct Faculty; Solomon, Diane – Student Services; Stephens Cindy – Education; Voth, Joseph – Humanities; Waller, Tina – Allied Health

Members absent: Green, Audrey – Co-Chair, Administrator; Ruys, Jasmine – Admissions & Records

### TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
CULARTS	135	Catering	Hours changed to 27 lecture hours and 81 lab hours (originally approved as 18 lecture hours and 108 lab hours).	C. Schwabe	Fall 2015

### MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
GEOL	102	Historical Geology	<b>Revised SLO</b> , revised objectives and content. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	V. Davliabovich	Fall 2015
GEOL	104	Natural Disasters	Revised descriptions, objectives and content, updated textbooks. <b>Added DLA.</b> <i>Rationale for revision: Distance Learning Addendum Addition.</i>	V. Davliabovich	Fall 2015
PSYCH	103	Introduction to Behavioral Research	<b>Changed title (formerly "Introduction to Behavioral Research methods").</b> Revised objectives and content, updated textbook, <b>added prerequisites of PSYCH-101/PSYCH-101H and PSYCH-104/MATH-140/MATH-140H/SOCI-137 per C-ID descriptor.</b> <i>Rationale for revision: Alignment with C-ID descriptor.</i>	R. Howe	Fall 2015
PSYCH	104	Statistics for the Behavioral Sciences	Revised descriptions, <b>revised SLO's (2).</b> Revised objectives and content per C-ID reviewer request, updated textbooks. <i>Rationale for revision: Alignment with C-ID descriptor.</i>	R. Howe	Fall 2015

### NEW ISA COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
LEPD	068	Major Assault Crimes Investigation	2 units, 40 hours lecture, <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Police Department.</i>	A. Screen	Fall 2014
LEPD	074	ICS 300: Intermediate ICS for Expanding Incidents	1.25 units, 24 hours lecture, <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Police Department.</i>	A. Screen	Fall 2014
LEPD	075	Field Training Officer Update	0.15 – 0.5 units, 8-24 hours lecture, <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Police Department.</i>	A. Screen	Fall 2014
LEPD	076	Internal Affairs Investigations	2 units, 40 hours lecture, <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Police Department.</i>	A. Screen	Fall 2014
LESD	012	First Aid Recertification	0.15 – 1.5 units, 8-80 hours lab, <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Sheriff Department.</i>	A. Screen	Fall 2014
LESD	017	CPR Recertification	<b>0.15 units, 8 hours lab new SLO, new POST prerequisite.</b>	A. Screen	Fall 2014
LESD	026	Team Cell Extractions	0.15 units, 4 hours lecture, 4 hours lab <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Sheriff Department.</i>	A. Screen	Fall 2014
LESD	028	Basic Jail Specific Restraint Techniques	0.15 units, 4 hours lecture, 4 hours lab <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Sheriff Department.</i>	A. Screen	Fall 2014
LESD	032	Critical Decision Making	0.15 units, 8 hours lecture <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Sheriff Department.</i>	A. Screen	Fall 2014
LESD	033	Identifying and Interacting with Mentally Ill Inmates	0.15 units, 8 hours lecture <b>new SLO, new POST prerequisite.</b> <i>Rationale for new course: Contract with LA Sheriff Department.</i>	A. Screen	Fall 2014

**-Motion to approve all Consent Calendar Items on the October 30<sup>th</sup>, 2014 Curriculum Committee Agenda; Motion by Mary Bates, second by Anne Marenco. All in favor: Unanimous.**

### MODIFIED COURSES:

Subject	#	Title	Description of action	Author	Effective
MEA	103	Exploring Contemporary Television	Revised description, <b>revised SLO</b> , revised objectives and content. <b>New recommended preparation of ENGL-101/101H.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Brill	Fall 2015
MEA	108	Scriptwriting Fundamentals	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <b>New recommended preparation of ENGL-091.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Brill	Fall 2015
MEA	110	Writing For Journalism and New Media	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <b>New recommended preparation of ENGL-091.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Brill	Fall 2015

**-Motion to approve MEA-103, 108 and 110: Motion by Tina Waller, second by Rhonda Hyatt. All in favor: Unanimous.**

**NEW/MODIFIED PREREQUISITES:**

Title	#	Title	Suggested Enrollment Limitation	Author
LEPD	068	Major Assault Crimes Investigation	New POST prerequisite. – <b>Approved.</b>	A. Green
LEPD	074	ICS 300: Intermediate ICS for Expanding Incidents	New POST prerequisite. – <b>Approved.</b>	A. Green
LEPD	075	Field Training Officer Update	New POST prerequisite. – <b>Approved.</b>	A. Green
LEPD	076	Internal Affairs Investigations	New POST prerequisite. – <b>Approved.</b>	A. Green
LESD	012	First Aid Recertification	New POST prerequisite. – <b>Approved.</b>	A. Green
<del>LESD</del>	<del>017</del>	<del>CPR Recertification</del>	<del>New POST prerequisite.</del>	<del>A. Green</del>
LESD	026	Team Cell Extractions	New POST prerequisite. – <b>Approved.</b>	A. Green
LESD	028	Basic Jail Specific Restraint Techniques	New POST prerequisite. – <b>Approved.</b>	A. Green
LESD	032	Critical Decision Making	New POST prerequisite. – <b>Approved.</b>	A. Green
LESD	033	Identifying and Interacting with Mentally Ill Inmates	New POST prerequisite. – <b>Approved.</b>	A. Green
MEA	103	Exploring Contemporary Television	New recommended preparation of ENGL-101/101H. – <b>Approved.</b>	D. Mill
MEA	108	Scriptwriting Fundamentals	New recommended preparation of ENGL-091. – <b>Approved.</b>	D. Mill
MEA	110	Writing For Journalism and New Media	New recommended preparation of ENGL-091. – <b>Approved.</b>	D. Mill
PSYCH	103	Introduction to Behavioral Research	Added prerequisites of PSYCH-101/PSYCH-101H and PSYCH-104/MATH-140/MATH-140H/SOCI-137 per C-ID descriptor. – <b>Approved.</b>	R. Rowe

**NEW DISTANCE LEARNING ADDENDUMS:**

Title	#	Title	TYPE OF DELIVERY	Author
GEOL	104	Natural Disasters	100% Online, Online/Hybrid. – <b>Approved.</b>	V. Devishovich

**Discussion Items:**

1. SLO Alignment: Rebecca Eikey gave a presentation to the Curriculum Committee regarding SLO alignment. Handouts were distributed regarding signature assignment planning, integrating signature assignments into curriculum, signature assignment quick reference guide, and LEAP outcomes matched to ISLO.

2. Five Year Revision List Update: An updated five year revision list was distributed to the curriculum committee representatives. Committee representatives were asked to remind department chairs, within their divisions, that have courses on the five year list that they need to have the modified course proposals to stage 7 of the curriculum approval process by Friday December 12<sup>th</sup> for the courses to be eligible to be offered in Spring 2015.

3. C-ID Update: A list of conditionally approved and not approved courses that have been submitted to C-ID was distributed to the curriculum committee members. The committee was reminded that all courses that are listed in an Associate Degree for Transfer (ADT's) that have a C-ID descriptor must be fully C-ID approved by June 30<sup>th</sup>, 2015. If these courses are not fully approved by C-ID the ADT they are listed in will be deactivated, as well as the local associate degree.

4. Julie Jacobson was approved as an at-large Curriculum Committee member.

New Courses Includes ISA's	9	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	1	Deleted Courses	-0-
Modified Courses	7	New SLO's	10	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	6	Proposals Reviewed in Technical Review Session	11
New Non Credit Courses	-0-	New Prerequisites	14	Proposals Returned from Technical Review Session	6



## College of the Canyons

### Honors Steering Committee Operating Procedures

#### I. Mission Statement

- a. The Honors Program at College of the Canyons offers an enriched curriculum to students with a strong academic record in order to increase their chances for successful transfer to competitive four-year institutions. Through seminar-style classes, special projects, and community activities, the program provides opportunities for critical thinking, extensive writing, and in-depth learning in a wide variety of transferable general education courses.

#### II. Vision Statement

- a. The Honors Program at College of the Canyons is dedicated to providing a dynamic, enriched educational curriculum for academically motivated students that emphasizes scholastic excellence, strives for innovation in teaching and learning, and fosters the growth of individuals who are imaginative, dedicated, and excited about their short- and long-term academic goals.

#### III. Oversight

- a. The Academic Senate reviews the activity of the committee and gives general directions to its work.

#### IV. Duties and Function

The committee will:

- a. Promote an honors curricula consisting of a variety of GE transferable courses which will be designated with an "H" on college transcripts
- b. Provide an academically enriched learning environment for students emphasizing critical thinking, reading, writing, and research skills.
- c. Continue to strengthen the Transfer Alliance Program (TAP) with UCLA and other transfer agreements with other public and private universities.

- d. Promote student scholarship and involvement in State, National and International Honor Societies.
- e. Join State and national honors organizations to provide greater recognition including membership to the Honors Transfer Council, Western Regional Honors Council, and the National Collegiate Honors Council.
- f. Provide membership benefits to students, faculty, and college.
- g. Foster campus-wide institutional support.
- h. Require honors students to complete 15.0 units of designated “Honors” courses.
- i. Facilitate assistance, guidance, and advice to the faculty teaching honors courses.
- j. Encourage and support innovative teaching methods for faculty including, guest lecturers, field trips, education travel, service learning, and learning communities.
- k. Promote cross and interdisciplinary collaborations among faculty who teach honor courses.
- l. Create opportunities for honor students to assist College Skills ‘students by offering tutorial assistance.

## **V. Membership**

- i. The committee will be composed of members appointed by the Academic Senate president. It is suggested one faculty representative from each instructional division:
  - a. Allied Health
  - b. CTE
  - c. ECE
  - d. Enrollment Services
  - e. FAPA
  - f. Humanities
  - g. Kinesiology/PE/Athletics
  - h. Math, Science and Engineering
  - i. Social Science and Business
  - j. MESA representative
  - k. EOPS representative
  - l. Student Services (Counselor)
  - m. Transfer Center representative
  - n. Student (s) representative (s)
- ii. Any change in membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate. If a new academic division is created, it will be immediately entitled to representation within the committee.

## **VI. Management**

- a. There will be a faculty co-chair that will be elected at the first meeting of the academic year for a two-year term.
- b. The administrator co-chair will be the college's CIO or a designee.
- c. Only division representatives will have voting rights concerning academic program review processes and functions.
- d. When there is more than one faculty representative per division present, only one vote per division is allowed.
- e. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
- f. Committee co-chairs may vote only if they are also acting as their division's main representative.
- g. Committee members will share the responsibility of taking minutes.
- h. All documents related to the business of the Committee will be posted on the COC intranet committee website.
- i. The committee will meet on twice each month during the fall and spring semesters. Additional meetings may be necessary during event planning semesters.
- j. All changes to procedures and forms will be submitted to constituencies for review before implementation.
- k. Quorum will be 50% plus one of the total current membership.
- l. The Committee will make decisions based on a majority vote.
- m. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
- n. The Committee will review this agreement on an annual basis.

## **VII. Attendance**

- a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
- b. If a member of the Committee isn't able to attend a meeting, he/she may have another faculty member attend in his/her place.



## BP 5010. Admissions and Concurrent Enrollment

### Reference:

Education Code Section 48000, 48800.5, 48802, 76000, 76001, 76002, 76140, 76300;  
Labor Code Section 3077

### 5010.1 Definitions

- A. Advanced scholastic or vocational work is identified as College of the Canyons degree applicable course work.
- B. Special part-time student is identified as a concurrent high school student enrolled in 11.0 college units or less.
- C. Special full-time student is identified as a concurrent high school student that has been released by the high school to attend college full-time and enroll in 12.0 units or more.
- D. Highly gifted student would be a student in K- ~~810~~ who has a score of 150 or higher on the most current version of the WISC intelligence test.

### 5010.2 Any person applying for admission to the college must qualify under one of the following:

- A. Be a graduate of high school, passed the California High School Proficiency Test, have a GED, or have a Certificate of Completion from high school.
- B. Be 18 years of age or over and be capable of profiting from the instruction offered.
- C. Be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.
  - 1. Pursuant to California Education Code Section 48800 (a) students must be approved by their high school principal or designee for "advanced scholastic or vocational work," and identified as a special part-time or full-time student.
  - 2. Pursuant to California Education Code Section 48800 (b) may be admitted from K- ~~810~~ if identified as "highly gifted".
  - 3. Pursuant to California Education Code Section 76002 (a) and (b)(3) may be admitted as a special part-time or full-time student if:
    - a) The class is open to the general public, and
    - b) The student is currently enrolled in grades ~~11-9~~ – 12. Exceptions may be made for some special programs and course work, and
    - c) The student has demonstrated eligibility for instruction by completing orientation ~~and assessment~~.

5010.3 The College may restrict admission in some courses and programs. (For policy on ~~nonresidentforeign~~ students, see Santa Clarita Community College District Policy ~~Manual Section 50209~~).

5010.4 Students enrolled in grades ~~9-11~~-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades ~~11-12~~-12 must meet state guidelines for special admit students to apply for admission.

5010.5 Pursuant to California Education Code Section 76001 (d), specially admitted part-time students may not enroll in more than 11 units per semester.

5010.6 Pursuant to California Education Code Section 76300 (f) specially admitted part-time students enrolled under Section 5010.3 above may be exempt from payment of the enrollment fees, and if appropriate, nonresident tuition, per special action of the Board. All other appropriate fees shall be assessed.

A. Specially admitted students released from their high school to attend College of the Canyons, full-time, must pay the enrollment fee and all other appropriate fees as assessed.

5010.7 Claims for state apportionment submitted by the district based on enrollment of specially admitted part time students enrolled under Section 5010.3 shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

See Administrative Procedures AP 5010

## AP 5010 Admissions and Concurrent Enrollment

Reference:

Education Code, 76140: Title 5 Section 54010

1. After meeting the admission criteria in Board Policy 5010.2 (A) and (B), prospective students, 18 years of age or older, must submit an application for admission prior to the semester/term for which they wish to enroll in classes.
  - a. According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-submit an application for admission to meet California residency requirements.
2. To meet criteria in Board Policy 5010.2 (C) part-time and full-time high school students must complete the following procedures to be admitted to College of the Canyons.
  - a. Be currently enrolled in grades ~~11-12~~ 12 at a public or private high school in California.
  - b. After meeting all requirements that apply to students enrolled in grades ~~11-12~~ 12, students applying for admission from grades K- ~~10-8~~ must also submit a score of 150 or higher on the current version of the WISC intelligence test to qualify as "highly gifted" and be admitted.
  - c. Home school programs must meet state guidelines for prospective students to be admitted. Programs deemed eligible must meet one of the following criteria: (1) The home school program must be affiliated with a county department of education program, (2) must be taught by a person holding a California teaching credential, or (3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction.
  - d. All prospective high school students planning to attend must submit an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
  - ~~e. Prior to the first semester/term of enrollment, all prospective students must complete the assessment process.~~
  - f.e. Prior to the first semester/term of enrollment, all prospective students must complete an orientation ~~session by the registration deadline for specially admitted students.~~

3. According to section ~~5010~~5010.3, admissions personnel will determine which students will be eligible for admission to College of the Canyons.
4. According to section 5010.4, once approved for admission, all eligible specially admitted students must be recommended for each class ~~for which~~

they plan to enroll by the appropriate high school principal or designee. This information must be presented at the time of registration.

- a. Each potential student must submit a complete special admit form with appropriately recommended College of the Canyons degree applicable courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.
- b. Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.
- c. Home school students must follow the same procedures as outlined above. To meet required signatures for high school designees, private school authorities or administrators may be considered a designee, the high school or program administrators the student is affiliated with may be considered a designee, or the person holding the California teaching credential may be considered the designee.
- d. Students currently in ~~11<sup>th</sup> and 9<sup>th</sup>~~ 12<sup>th</sup> grade will register using a priority system, which is published each semester.

- e. Specially admitted students are restricted from taking the following courses:
  - i. HRMGT 226 - Food and Wine;
  - ii. HLHSCI 151 - Emergency Medical Technician 1
  - iii. Physical Education and Recreation courses (except AOC students and high school students registering for on or off season Intercollegiate Athletics courses)
  - iv. Any course requiring the filing of a contract and/or waiver of liability also requires departmental consent for specially admitted students to enroll.;
- f. Students participating in ~~the Santa Clarita Valley Youth Orchestra~~the Symphony of the Canyons program must follow the same requirements as other specially admitted students, except the district waives the grade level requirement for students taking the music classes in this program.
- g. Students participating in the Academy of the Canyons program will attend an orientation conducted by AOC and COC. AOC students will take the assessment tests prior to their junior year of high school. Academy of the Canyons students will not be restricted from enrolling in any College of the Canyons class for which they are otherwise eligible and will be exempt from enrollment fees.

- h. The Academic Senate will approve future program and/or course restrictions and exceptions.

5. According to section 5010.5, specially admitted part-time students may not be enrolled in more than 11.0 units per semester/term.
  - a. Specially admitted full-time students may be enrolled in 12.0 units or more per semester/term upon submission of a letter from their high school releasing them to attend College of the Canyons full-time instead of attending their respective high school.
6. Once registered in classes, specially admitted part-time students are waived from nonresident and enrollment fees. Specially admitted part -time students must pay all ~~enrollment fees and~~ other appropriate fees each semester/term.
  - a. Nonresident fees may be waived for specially admitted part-time students who would qualify for the AB 540, nonresident tuition exemption, at the time of graduation from high school.
  - b. The District cannot claim apportionment for students who have their nonresident tuition waived under this section of Board Policy.
  - a.c. Once registered in classes, specially admitted students released from their high school to attend College of the Canyons full-time must pay all fees assessed, including the enrollment fee and nonresident fee, if appropriate.

## College of the Canyons

### Committee for Assessing Student Learning (CASL) Charter and Membership

#### Mission Statement

The mission of the Committee for Assessing Student Learning is to ensure that the college goes through an ongoing, systematic process that clarifies and improves Student Learning Outcomes (SLOs) at every level from institutional, program, and course through certificates and degrees with specific emphasis on student success. The Committee for Assessing Student Learning works with faculty to ensure the methods of assessment of course SLOs and program SLOs are authentic, aligned, and consistent across the college.

The CASL reports to the Academic Senate and jointly works with the Administrative Unit Outcome Committee through the Outcomes and Assessments Steering Committee (OASA).

#### Scope and Duties

CASL responsibilities include but are not limited to:

- guide and facilitate faculty and staff in implementing outcome and assessment processes;
- support faculty and staff about institutional, program, degree/certificate, course level SLOs; and the processes and timing for establishing and assessing them;
- provide colleagues with guidance, training, tools, rubrics, models and other resources that will assist them in SLO alignment, development and authentic assessment;
- assist faculty and staff in analyzing the results of assessment to improve learning and services;
- maintain open and frequent communications about SLO development and assessment with various college groups, including but not limited to the Department chairs, Academic Division Deans, Curriculum Committee, Academic Senate, Office of Academic Affairs, and College Planning Team.

#### Committee Membership

The committee is co-chaired by a SLO Coordinator and appointee of the Academic Senate. Membership includes representatives from Office of Instruction, Professional Development, Curriculum Committee, Program Review Committee, and Institutional Development and one faculty member from each Academic Division:

- Allied Health & Public Safety
- Career Technical Education
- Early Childhood Education
- Fine & Performing Arts

- Humanities
- Learning Resources
- Math, Science & Engineering
- Physical Education & Athletics
- Social Science & Business
- Student Services

## Voting Rights

Only faculty division representatives are given voting rights. Faculty co-chairs vote only in the event of a tie vote.

## Duties of Membership

1. Attend and fully participate in committee meetings
2. Academic Division Representatives serve as consultants to members of their divisions.
3. Inform and update their division about SLO issues such as (but not limited to):
  - a. Processes and timing for establishing and assessing SLO's
  - b. Available training, tools, rubrics, models available for SLO development & authentic assessment
  - c. Student Learning Outcome reporting deadlines
  - d. Assisting with analysis of assessment results
4. All members of the committee shall make decisions based on a college wide perspective.
5. It is expected that all members are prepared to make informed decisions. This will require members to, at a minimum:
  - a. Read the Student Learning Outcome Assessment Reports in the Program Review or CurricUNET Assessment Module prior to meeting
  - b. Stay current on ACCJC requirements regarding Student Learning Outcomes and assessment
  - c. Be knowledgeable about Student Learning Outcomes, Curriculum, and Program Review policies, procedures, writing standards, resources, forms, and deadline dates

## Meetings

Faculty co-chairs will set the Agenda for meetings, which are held twice a month during fall and spring semesters. The first meeting of each semester will be a planning meeting. Additional meetings may be held based on mutual agreement of co-chairs. A summary of committee activities will be reported to the Academic Senate and the Outcomes and Assessments Steering Committee on a regular basis.



## PROPOSED DRAFT – 10/2014

### Committee Procedures

#### College of the Canyons Program Review Committee

##### Mission

The purpose of the **Program Review Committee** (an Academic Senate subcommittee) is to provide training, advisement and assistance to College of the Canyons faculty and staff to facilitate and improve the program review process. The committee will provide leadership and guidance by reviewing comprehensive program reviews, annual plans, outcomes and assessment cycles, and evaluating the program review planning process.

##### Oversight

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

##### Duties and Functions

The Program Review Committee will be responsible for maintaining a process by which instructional and academic support programs (TLC, Library, Counseling, Service Learning, etc.) systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes. The committee will review all proposed procedural and content changes to the program review including budget processes.

The Committee will:

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

##### Membership

The committee will be composed of appointed and standing members from faculty and administration.

##### Appointed members

One faculty member from each instructional division.

Allied Heath & Public Safety

CTE

ECE

Enrollment Services/Counseling

FAPA

Humanities

Kinesiology/PE/Athletics

Learning Resources

Math, Science and Engineering

## Social Science and Business

Two “at large” faculty members

One adjunct faculty member

The Program Review Committee is open to all but the goal is to include at least one representative from each academic division, with possible alternates to attend in case of absences.

Standing members

CIO or designee

Dean, Instructional Support and Student Success

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

Dean, Institutional Research

Academic Dean

Academic Senate President or designee

SLO coordinator or committee member

Curriculum Committee Chair or committee member

Any change in membership structure of the must be approved by the Academic Senate. If a new academic division is created, it will be immediately entitled to representation within the committee.

### **Management**

Two co-chairs will be appointed by the Academic Senate president.

The co-chairs shall have served at least one semester on the committee prior to his/her term.

Only faculty members will have voting rights concerning academic program review processes and functions.

While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.

Committee chairs may vote only if they are also acting as their division’s main representative.

Committee members will share the responsibility of taking minutes.

All documents related to the business of the Committee will be posted on the COC intranet committee website.

The committee will meet on twice each month during the fall and spring semesters.

All changes to procedures and forms will be submitted to constituencies for review before implementation.

Quorum will be 50% plus one of the total voting membership.

The Committee will make decisions based on a majority vote.

The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.

The Committee will review this agreement on an annual basis.

### **Attendance**

It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.

If a member of the Committee isn't able to attend a meeting, he/she is encouraged to ask another faculty member from the division to attend in his/her place.

## ***HUMAN RESOURCES***

Date: October 3, 2014  
To: Paul Wickline  
President, Academic Senate  
From: Linda Clark  
Senior Human Resources Generalist (Faculty)  
CC: Christina Chung  
Director, Human Resources  
Subject: Discipline Assignment – Jeremy Goodman

---

The following information is provided for discipline assignment:

**Jeremy Goodman**

Mr. Goodman has been hired as the Assistant Director, The Learning Center, effective start date August 18, 2014. The following is provided for discipline assignment:

The following is provided for discipline assignment:

- MA in Mathematics, San Diego State University
- 

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

- Mathematics