

Academic Senate for College of the Canyons  
**May 21, 2015 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: May 7, 2015 (pg. 2)
  - b) Curriculum Summary: May 14, 2015 (pg.6)
4. Academic Senate President's Report – Paul Wickline
5. Academic Senate VP Report – Rebecca Eikey

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

**C. Unfinished Business**

1. Policies on Counseling Services – Policy Review Committee
2. Formation of Ongoing Accreditation Committee – for Senate discussion in Fall 2014
3. Local Graduation Requirements – for Senate discussion in Fall 2014
4. Adjunct Minimum Qualifications – HR
5. Academic Hiring Procedures for Adjunct Positions – HR
6. Spring Senate and Curriculum 2016 calendar

**D. Discussion Items**

1. Reorganization – Dr. Jerry Buckley
2. AP units – Edel Alonso

**E. Action Items**

1. BP Computer and Network Use (pg. 18)
2. AP 3720 Computer and Network use Rev. 5-1-15 – David Andrus (pg.19)
3. Revisions to the Academic Staffing Clarifications and Procedures Document – Wendy Brill (pg.24)
4. Humanities Program Viability Proposal – Paul Wickline
5. Adjunct Election Results – Mike Sherry
  - Kimberly Bonfiglio
  - Jason Burgdofer
  - Ali Naddafpour
6. Emeriti status for Dr. Edel Alonso and Mary Petersen

**F. Reports**

- ☐ Divisions

**G. Announcements**

- Scholarly Presentation, Edel Alonso presenter, May 21<sup>st</sup> 6:00 p.m.
- High Impact Practices Institute June 11-13, San Jose Marriott
- Curriculum institute, July 9-11<sup>th</sup>, Anaheim-Orange County Doubletree
- Strengthening Student Success 2015: looking back, looking forward, Oct. 7-9 Oakland

**Marriott I. Adjournment**

The next Senate meeting will take place on **September 10, 2015**

As always everyone is welcomed

## **Summary of the Academic Senate Meeting May 7, 2015**

Attendance: Paul Wickline, Lee Hilliard, Amy Shennum, Heidi McMahon, Shane Ramey, Bob Maxwell, Dr. Jerry Buckley, Thea Alvarado, Rebecca Eikey, Pete Getz, Andy McCutcheon, Jim Temple, Peter Hepburn, Jennifer Brezina, Regina Blasberg, Wendy Brill, Mike Sherry, David Andrus, Chelley Maple, Edel Alonso, Deanna Riviera and Ron Karlin

### **A. Routine Matters**

1. Call to order: 3:00 p.m. Motion to table Diane Fiero discussion item. Move David Andrus and Jim Temple up and keep to 15 minutes and then Wendy Brill when she arrives. Motion David Andrus, seconded Rebecca Eikey. Unanimous. **Approved**
2. Approval of the Agenda: Motion Ruth Rassool, seconded Ann Lowe. Unanimous. **Approved**
3. Approval of the consent calendar: **Approved**
4. **President's Report, Paul Wickline**
  - There is a PAC-B meeting and CPT meeting on Monday.
  - Enrollment Management met yesterday. Paul wanted to share that we are on target and will not be adding classes in the summer session. There should be no additional work load added.
  - There was discussion in Enrollment Management about the Non-credit/Adult Ed. target. It is set right now for next year at 630 which is 300 FTE above 330 which is the previous goal. There was a lot of conversation about the feasibility of that. In Paul's meeting with Dr. Van Hook she voiced concern about that target as well knowing that we probably would not be having non-credit or basic skills curriculum approved to meet that goal. Dr. Buckley expressed that this was an ongoing target would probably need to be changed for next year. There was a lot of conversation in Enrollment Management about what this was going to look like in the terms of the non-credit adult changes, how that would affect individual programs in terms of their credit enrollments. There was quite a bit of conversation about Math and what that would happen if those basic skills courses (currently offered as credit) were moved into non-credit. Will that affect the credit FTE targets? There are some unknowns that we don't have answers to yet. Paul and Ann met and talked a great deal about program viability and its connection to the non-credit initiative and how that might play out. Paul put a document together that he will be sending out to the Senate on Monday so you

can look at it and get a sense of what kind of conversation we are having about how we are going to tackle this issue.

- Paul, Ann Lowe, Audrey Green and Jasmine Ruys met to discuss major course substitutions and which entity should be responsible for monitoring this practice to maintain the integrity of degrees. Paul suggested that this fell squarely under faculty purview as a 10+1 issue and suggested this be part of a conversation at an upcoming Instructional Advisory Council meeting. Right now it is a little fuzzy as to who makes the final determination about what is allowed when we are looking at courses to replace a course that is in the degree. Paul and Ann Lowe believed this conversation is a part of a larger conversation about “pathways” and general education offerings and local degree requirements. Paul noted that this was a conversation the Senate discussed briefly last year when looking at the Associate Degree policy and needed to be revisited more fully next fall. Paul suggested that it might be wise convene a taskforce to begin that conversation early in the fall about GE and the future of GE here at College of the Canyons. It was also suggested that a conversation in what insurances upper division or graduate level course work can substitute for a GE.
- Paul met with Dr. Buckley about the re-organization last Monday and this Monday they revisited it again. He voiced the concerns expressed by several senators who were present at the meeting of the Academic Senate subcommittee chairs which took place after the last Senate meeting. Paul expressed concerns by that group that Dr. Buckley needed to make sure he was proactive in talking to faculty and doing whatever he could to put out “fires,” address faculty concerns and provide a rationale for the changes. Dr. Buckley noted that he has met with Business, but had not met yet with History, and some of the other folks that had expressed concern. Dr. Buckley was very sensitive to the comments that were made and is planning to address faculty concerns as needed. Dr. Buckley will be at our next Senate meeting to discuss the reorganization and take questions from the Academic Senate.

#### **5. VP Report, Rebecca Eikey**

- Rebecca provided an update on the syllabi inquiry group’s progress on creating a template of best practices for developing syllabi. The teaching schedules have been so overlapping this semester that they have been unable to meet. She apologized about not having any more additional information. She and the groups have not forgotten about the project. Results and the template won’t be ready for the start of fall, but should be completed in early fall. **B. Committee Reports: N/A**

#### **C. Unfinished Business**

1. Policies on Counseling Services – Policy Review Committee

2. Formation of Ongoing Accreditation Committee – for Senate discussion in Fall 2014
3. Local Graduation Requirements – for Senate discussion in Fall 2014
4. Adjunct minimum Qualifications - HR

#### **D. Discussion Items**

1. **AOC and importance of the Work in Progress Form – principal, Dr. Pete Getz** Dr. Getz gave an overview of AOC at COC. The high school has been located at COC for 15 years now and they have a 100% graduation rate.  
Dr. Getz spoke about the Work in Progress Form. Return rate is low and effectiveness is questionable  
The high school personnel need to know the student's progress in class and faculty signatures verifying this. The instructors spoke that the students are bringing the paperwork up to the instructor either before or after class which is ineffective since the faculty often doesn't have access to the gradebook at that time. There are classes coming right in and they need to be out for the next class. The suggestion was made that the student come to the instructor's office hours to get their progress report and having it signed. It was stated that the student will not come because they may have to speak to the instructor about their progress in class and probably don't want to do that. The instructors also said they don't know who is a high school student so that makes it very difficult too to help with intervention as needed. A suggestion was made that the roster indicate if a student is an AOC student. Another suggestion was made to have the form put in the instructor's box indicated all of the AOC students with a due date for response. Due to FERPA student protection they are not able to do that. FERPA laws might restrict that, but if the student were to sign a waiver that gave permission for the instructor to know who they are, this might help. Dr. Pete Getz will take the suggestions and information the senators stated and speak with his colleagues.
2. **AP 3720 Computer and Network use Re. 5-1-15 – David Andrus and Jim Temple** David started out with apologizing that he did not forward the BP that goes with this. Just a minor change. He will send it out to Lita so she can send it out so the senator can familiarize themselves with it. David went over the proper procedures they have here on campus. The only significant change was to add "student" under Conditions of Use. This way the students were involved and held accountable to computer and network use. There was some text added to unauthorized use. David asked that you take this back to your divisions and this will come back as an Action Item for our next meeting.
3. **Revisions to the Academic Staffing Clarifications and Procedures Document – Wendy**

### **Brill**

Wendy gave an overview of the document. She had a long dialogue with the Chancellor and Dr. Buckley when they met. Chancellor was not aware the procedures had been changed. Wendy also informed the Senate that she will not be chair next semester. You can see the strikeouts on these are for 2013 version. The committee was trying to make the procedures clearer on how positions are reviewed, how they are prioritized and what the communication should be between the committee chairs, the co-chairs and the Chancellor. The procedures also explain how vacant positions are defined separate from new positions. She went over the document and the changes made and the reasoning for the changes. Some minor changes were suggested by the Senators and Wendy will make those changes and the document will come back as an Action item for the next meeting.

### **E. Action Items**

#### 1. Elections for at-large Senators results: **Approved**

- Lee Hilliard
- Deanna Riviera ☐ Michael Sherry
- Valerie Malinoski
- Diane Baker

#### 2. Approval of Minimum Number of units for second component discipline to meet minimum qualifications for Interdisciplinary discipline – Edel Alonso

A motion for 3 units Edel Alonso, seconded by Lee Hilliard. A motion was made to add 12 units Bob Maxwell, seconded David Andrus. Motion for 6 units Wendy Brill, seconded by Amy Shennum. 6 units was the highest in the vote. **Approved A** vote was taken for and the results are:

<u>3 units</u>	<u>12 units</u>	<u>6 units</u>
6 favor	7 favor	11 favor
9 oppose	9 oppose	5 oppose
3 abstain	4 abstain	4 abstain 3.

#### Calendar for curriculum and senate revisions made – Lita Wangen - **Tabled**

This was tabled because Bob Maxwell said his dean told them that spring break was the week of April 4<sup>th</sup> and Jennifer Brezina also stated that it was that week, but on the webpage it states spring break is March 28<sup>th</sup>. Paul will speak with Dr. Mike Wilding and see what is happening. So we have no spring calendar of 2016 for Curriculum or Senate.

### **F. Reports: N/A**

### **G. Announcements:** please read the announcements listed on the agenda.

### **I. Adjournment:** 4:45 p.m.

## CURRICULUM COMMITTEE SUMMARY

**May 14<sup>th</sup>, 2015**

**3:00 pm – 5:00 pm**

**BONH-330**

Members present: Backes, Patrick – Curriculum & Articulation Coordinator; Bates, Mary – Math, Science & Engineering; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Jacobson, Julie – Member at Large; Karlin, Ron – Learning Resources; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Social Science & Business; Matsumoto, Saburo – Member at Large; Ramey, Shane – Adjunct Faculty; Stephens, Cindy – Education; Solomon, Diane – Student Services; Waller, Tina – Allied Health

Members absent: Brill, David – Fine & Performing Arts; Hyatt, Rhonda – Physical Education & Athletics; Ruys, Jasmine – Admissions & Records

Items on "Consent" are recommended for approval as a result of a Technical Review meetings held on May 1<sup>st</sup> and May 5<sup>th</sup>, 2015

### TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
BIOSCI	107	Molecular and Cellular Biology	Added CHEM-201/201H as a prerequisite per C-ID descriptor requirements.	M. Golbert	Fall 2016
BIOSCI	107H	Molecular and Cellular Biology - Honors	Added CHEM-201/201H as a prerequisite per C-ID descriptor requirements.	M. Golbert	Fall 2016
GEOL	100	Physical Geology Lab	Recommended class size reduction to 24 students.	V. Derzhavskiy	Fall 2015
GEOL	103	Dinosaurs	Title change (Formerly "The Science of Life Through Dinosaurs").	M. Bates	Fall 2016

### DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
MEA	113	Exploring Online Media Communication	Course will no longer be offered.	D. Brill	Fall 2015
MEA	201	Film Style Seminar	Course will no longer be offered.	D. Brill	Fall 2015

### MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
ADMJUS	126	Substantive Criminal Law	Revised description, <b>Revised SLO</b> , revised objectives and content, updated textbook.	S. Brode	Fall 2015
ADMJUS	150	Police Field Operations	Revised description, <b>Revised SLO</b> , revised objectives and content, updated textbook.	S. Brode	Fall 2015
ADMJUS	180	Dangerous Drugs and Narcotics	Revised description, objectives and content, updated textbooks.	S. Brode	Fall 2015

ANTRHO	101	Physical Anthropology	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks.	L. Malley	Fall 2015
ANTRHO	101L	Physical Anthropology Laboratory	<b>Revised SLO's (2)</b> , revised objectives and content, updated textbooks.	L. Malley	Fall 2015
ARCHT	140	Materials and Methods of Construction	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Minarack	Fall 2015
ARCHT	240	Architecture Design Portfolio	<del>Revised</del> description, objectives and content, updated textbook. <b>Added ARCHT-084 as a prerequisite.</b> <i>Rationale for revision: 5 year revision.</i>	D. Minarack	Fall 2015
ART	111	Art History: Renaissance to Modern	Revised objectives and content based on C-ID reviewer requests. <i>Rationale for revision: C-ID requirements.</i>	M. McCaffrey	Fall 2015
ART	205	Landmarks of Art and Visual Culture	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. McCaffrey	Fall 2015
ART	220	Watercolor Painting	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. <del>Leschke</del>	Fall 2015
ART	295	Professional Skills for Artists	<b>Revised SLO's (2).</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. McCaffrey	Fall 2015
CINEMA	122	History of Cinema	Revised objectives and content, updated textbook. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision, DLA addition.</i>	S. Peterson	Fall 2015
CIT	110	Keyboarding and Document Processing	<b>Revised SLO's (2).</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	N. Lipman	Fall 2015
CIT	140	Microsoft Office	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	N. Lipman	Fall 2015
CIT	171	Website Development II	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	A. Stroszew	Fall 2015
CMPNET	166	MCSA Prep 1	<b>Changed title (formerly "MCITP Prep 1").</b> Revised description, revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and requirement changes.</i>	L. Millard	Fall 2015
CMPNET	167	MCSA Prep 2	<b>Changed title (formerly "MCITP Prep 2").</b> Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and requirement changes.</i>	L. Millard	Fall 2015
CMPSCI	111	Introduction to Algorithms and Programming/Java	Revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	C. Ferguson	Fall 2015
CMPSCI	111L	Introduction to Algorithms and Programming Lab	Revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	C. Ferguson	Fall 2015
CMPSCI	122	Computer Architecture and Assembly Language	Revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	C. Ferguson	Fall 2015

CMPSCI	190	Web Programming: Javascript	Revised description, objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	C. Ferguson	Fall 2015
CMPSCI	222	Computer Organization	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	C. Ferguson	Fall 2015
COMS	150	Oral Interpretation	Revised description, objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	D. Stevenson	Fall 2015
COMS	190	Forensics	Revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	M. Leach	Fall 2015
COMS	227	Introduction to Rhetorical Criticism	<b>Revised SLO</b> , revised objectives and content, updated textbooks.	V. Leonard	Fall 2015
CONST	101	Introduction to Construction and Construction Engineering	Revised description, objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	R. Blazenberg	Fall 2015
CWE	189 GNRL	Cooperative Work Experience – General	<b>Changed units to 1 – 8 (formerly 1 -3 units)</b> , revised description, <b>revised SLO's (2)</b> , revised objectives and content.	N. Faudree	Fall 2015
DANCE	161	Concert Dance Ensemble	Revised description, objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	P. Smith	Fall 2015
ECON	202	Microeconomics	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	G. Cruz	Fall 2015
ENGL	105	Creative Writing	Revised description, objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	A. Zeffian	Fall 2015
ENGL	108	Creative Writing – Poetry	Revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	A. Zeffian	Fall 2015
ENGL	204	Technical Report Writing	<b>Revised SLO's (2)</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	L. Burnett	Fall 2015
ENGL	262	American Multicultural Literature	Revised description, objectives and content, updated textbooks.	J. Buehler	Fall 2015
ENGL	263	Introduction to Poetry	Revised description, objectives and content. <i>Rationale for revision: 5 year revision.</i>	J. Buehler	Fall 2015
ENGL	264	Study of Fiction	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks. <b>Added ENGL-091 or ENGL-094 or ENGL-096 or ESL-100 as prerequisite. Added ENGL-101/101H as recommended preparation.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Peterson	Fall 2015
ENGL	270	Introduction to African-American Literature	Revised description, objectives and content, updated textbooks.	S. Shoop	Fall 2015
ENGL	272	The Bible as Literature	Revised description, <b>revised SLO</b> , objectives and content, updated textbooks.	B. Gossling	Fall 2015
ESL	060	College Reading, Writing and Grammar Level I	<b>Changed title (formerly "College Writing and Grammar I"). Revised SLO's (2).</b> Revised objectives and content, updated textbooks. <b>Changed to Letter Grade.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	S. Maclean	Fall 2015



ESL	061	College Listening and Speaking I	<b>Revised SLO</b> , revised objectives and content, updated textbooks. <b>Changed to Letter Grade.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Maclean	Fall 2015
ESL	070	College Reading, Writing and Grammar Level II	<b>Changed title (formerly "College Writing and Grammar II"). Revised SLO's (2).</b> Revised objectives and content, updated textbooks. <b>Changed to Letter Grade.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Maclean	Fall 2015
ESL	071	Listening and Speaking	<b>Revised SLO</b> , revised objectives and content, updated textbooks. <b>Changed to Letter Grade.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Maclean	Fall 2015
ESL	080	College Writing and Grammar Level III	<b>Changed title (formerly "College Writing and Grammar III").</b> Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Maclean	Fall 2015
ESL	081	College Listening and Speaking III	<b>Revised SLO</b> , revised objectives and content, updated textbooks. <b>Changed to Letter Grade.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Maclean	Fall 2015
ESL	083	College Reading, Vocabulary and Discussion Level III	<b>Changed title (formerly "College Reading and Discussion III").</b> Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Maclean	Fall 2015
FIRETC	107	Fire Apparatus and Equipment	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	K. Kavanago	Fall 2015
FIRETC	123	Fire Investigation	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	K. Kavanago	Fall 2015
FRNCH	102	Elementary French II	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	P. Stienne	Fall 2015
FRNCH	150	Beginning Conversational French	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	P. Stienne	Fall 2015
FRNCH	201	Intermediate French I	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	P. Stienne	Fall 2015
FRNCH	202	Intermediate French II	Revised descriptions, objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	P. Stienne	Fall 2015
GEOG	102	Human Geography	<b>Changed title (formerly "Cultural Geography").</b> Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Bates	Fall 2015

GEOL	218	Introduction to Oceanography	Revised descriptions, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	H. Bates	Fall 2015
GERMAN	101	Elementary German I	Revised description, revised objectives and content, updated textbook.	C. Acosta	Fall 2015
HIST	243	History of Mexico and the Mexican and Chicano Peoples	<b>Revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. Vazquez	Fall 2015
HLHSCI	100	Health Education	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	L. Hooper	Fall 2015
HLHSCI	243	Women and Health	<b>Revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	P. Haley	Fall 2015
HLHSCI	249	Medical Terminology	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	P. Haley	Fall 2015
ID	091	Art and Accessories in Interior Design	Revised description, objectives and content. <i>Rationale for revision: 5 year revision.</i>	D. Hinesworth	Fall 2015
ID	105	Introduction to Production Design	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Hinesworth	Fall 2015
ID	111	Kitchen and Bath Design	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks. <b>Added ARCHT-110 or ID-110 as a prerequisite.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Hinesworth	Fall 2015
ID	113	Interior Design Materials and Specifications	<b>Revised SLO's (2)</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Hinesworth	Fall 2015
ID	219	Interior Design Portfolio Presentation	<b>Revised SLO's (2)</b> , revised objectives and content, updated textbook. <b>Added ID-084 as a prerequisite.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Hinesworth	Fall 2015
MEA	100	Mass Media and Society	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. Amador	Fall 2015
MEA	102	History of Animation	Revised description, objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	J. Baker	Fall 2015
MEA	106	Introduction to Animation	Revised description, objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	J. Baker	Fall 2015
MEA	109	Story Development and Storyboarding	Revised description, objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	J. Baker	Fall 2015

MEA	114	Digital Sound Editing	<b>Changed title (formerly "Digital Audio for Multimedia"). Changed units to 3 (formerly 2 units).</b> Revised description, <b>Revised SLO's (2)</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. Anadon	Fall 2015
MEA	116	Film/Video Editing	<b>Changed title (formerly "Digital Video Editing I"). Changed units to 3 (formerly 2 units).</b> Revised description, <b>Revised SLO's (2)</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. Anadon	Fall 2015
MEA	119	Announcing and Media Performance	<b>Changed units to 3 (formerly 2 units).</b> Revised description, <b>Revised SLO's (2)</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. Anadon	Fall 2015
MEA	120	Introduction to Cinematography	<b>Changed units to 3 (formerly 2 units).</b> Revised description, <b>Revised SLO's (2)</b> , revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. Anadon	Fall 2015
MEA	232	Character and Prop Design for Animation	Revised description and textbooks. <i>Rationale for revision: 5 year revision.</i>	J. Baber	Fall 2015
MEA	233	Advanced 2D Digital Animation	<b>Changed title (formerly "Layout for Animation").</b> Revised description, <b>Revised SLO's (2)</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>	J. Baber	Fall 2015
MEA	280	Filmmaking II: Directing and Producing the Independent Film	Revised description, <b>Revised SLO</b> , revised objectives and content, updated textbooks. <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	295	Professional Practices/Portfolio	<b>Changed units to 2 (formerly 1.5 units).</b> Revised description, <b>Revised SLO's (2)</b> , revised objectives and content. Updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	J. Anadon	Fall 2015
MFGT	121	CNC 1: Operation/Manual Programming	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	T. Baber	Fall 2015
MFGT	122	CNC 2: Concepts and Programming	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	T. Baber	Fall 2015
MFGT	131	CAD/CAM 1	Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision.</i>	T. Baber	Fall 2015
MLT	110	Clinical Hematology Lecture	Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> <i>Rationale for revision: 5 year revision.</i>	H. Chu	Fall 2015
MLT	110L	Clinical Hematology Lab	Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite. Removed MLT-050 as a prerequisite.</b> <i>Rationale for revision: 5 year revision.</i>	H. Chu	Fall 2015

MLT	112	Clinical Urinalysis Lecture	<b>Revised SLO's (2).</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	112L	Clinical Urinalysis Lab	<b>Revised SLO's (2).</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	114	Clinical Coagulation Lecture	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	114L	Clinical Coagulation Lab	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	116	Clinical Microbiology Lecture	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	116L	Clinical Microbiology Lab	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	118	Clinical Immunology/ Immunohematology Lecture	<b>Revised SLO's (2).</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	118L	Clinical Immunology/ Immunohematology Lab	<b>Revised SLO's (2).</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	120	Clinical Chemistry I Lecture	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015
MLT	120L	Clinical Chemistry I Lab	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <b>Added "Official admission into the MLT program" as a prerequisite.</b> Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.	M. Chu	Fall 2015

MLT	124	Clinical Chemistry II Lecture	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Chu	Fall 2015
MLT	124L	Clinical Chemistry II Lab	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Chu	Fall 2015
MLT	128	Clinical Hematology/Urinalysis/Coagulation Practicum	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Chu	Fall 2015
MLT	129	Clinical Microbiology Practicum	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Chu	Fall 2015
MLT	130	Clinical Immunology/Immunohematology Practicum	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Chu	Fall 2015
MLT	131	Clinical Chemistry Practicum	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	M. Chu	Fall 2015
MUSIC	116	Performance Ensemble for Music Theatre	Revised description, <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>	J. Lavson	Fall 2015
MUSIC	165	Symphony of the Canyons	<b>Unit change to 1 unit of lab, (formerly 2 units).</b> Revised description, objectives and content. <i>Rationale for revision: 5 year revision.</i>	J. Lavson	Fall 2015
MUSIC	175	Festival Choir: Voices of the Canyons	<b>Revised SLO.</b> Revised objectives and content, updated textbook. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	B. Feldman	Fall 2015
MUSIC	191	Contemporary Practices in Music Publishing	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	B. Feldman	Fall 2015
MUSIC	192	Music Business	Revised description, objectives and content. Revised textbook. <i>Rationale for revision: 5 year revision.</i>	J. Lavson	Fall 2015
SPAN	150	Beginning Conversational Spanish	Revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	C. Acosta	Fall 2015
PHYSIC	110	General Physics I	Revised description, <b>revised SLO's (2)</b> , revised objectives and content, updated textbooks. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Michaels	Fall 2015
PHYSIC	221	Physics for Scientists and Engineers: Electricity & Magnetism	Revised description, objectives and content, updated textbooks. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision.</i>	D. Martinez	Fall 2015
POLISC	250	Comparative Government and Politics	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	D. Andrus	Fall 2015
PSYCH	102	Physiological Psychology	Revised objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	R. Shepard	Fall 2015
PSYCH	235	Psychology of Gender Roles	Revised description, objectives and content, updated textbooks. <i>Rationale for revision: 5 year revision.</i>	D. Kivela	Fall 2015
REAL	100	Real Estate Principles	Revised objectives and content. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision.</i>	R. Waldon	Fall 2015

REAL	101	Real Estate Practices	Revised objectives and content, updated textbook. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision.</i>	R. Walden	Fall 2015
REAL	105	Real Estate Financing	Revised objectives and content, updated textbook. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision.</i>	R. Walden	Fall 2015
REAL	115	Legal Aspects of Real Estate	Revised objectives and content, updated textbook. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision.</i>	R. Walden	Fall 2015
REAL	120	Real Estate Appraisal I	Revised description, objectives and content, updated textbook. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision.</i>	R. Walden	Fall 2015
REAL	121	Real Estate Appraisal II	Revised description, <b>revised SLO's (2)</b> , objectives and content, updated textbook. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO.</i>	R. Walden	Fall 2015
REAL	130	Escrow Procedures and Processing	Revised description, objectives and content, updated textbook. <b>Added DLA.</b> <i>Rationale for revision: 5 year revision.</i>	R. Walden	Fall 2015

**NEW ISA COURSES on consent:**

Subject	#	Title	Description of action	Author	Effective
FIRET	005	Fire Apparatus Driver/Operator - Aerial Apparatus Operations	1 unit, 12 hours lecture, 28 hours lab, pass/not pass only, <b>new SLO's (2), new L.A. County Fire Department prerequisite.</b> <i>Rationale for revision: L.A. County Fire Department Contract.</i>	A. Green	Fall 2015
FIRET	006	Fire Apparatus Driver/Operator - <u>Tillered</u> Apparatus	1 unit, 11 hours lecture, 29 hours lab, pass/not pass only, <b>new SLO's (2), new L.A. County Fire Department prerequisite.</b> <i>Rationale for revision: L.A. County Fire Department Contract.</i>	A. Green	Fall 2015
FIRET	007	Fire Apparatus Driver/Operator - <u>Wildland</u> Fire Apparatus	0.25 units, 7 hours lecture, 16 hours lab, pass/not pass only, <b>new SLO's (2), new L.A. County Fire Department prerequisite.</b> <i>Rationale for revision: L.A. County Fire Department Contract.</i>	A. Green	Fall 2015
FIRET	008	Water Tender Operations	0.25 units, 8.5 hours lecture, 8 hours lab, pass/not pass only, <b>new SLO's (2), new L.A. County Fire Department prerequisite.</b> <i>Rationale for revision: L.A. County Fire Department Contract.</i>	A. Green	Fall 2015
FIRETL	025	Lifeguard In-service Training	0.5 units, 8 hours lecture, 8 hours lab, pass/not pass only, <b>new SLO's (2), new Lifeguard prerequisite.</b> <i>Rationale for revision: L.A. County Lifeguard Contract.</i>	A. Green	Fall 2015

**MODIFIED PROGRAMS on consent:**

Program	Degree/Certificate	Description of action	Author	Effective
Animation Production	A.A. Degree	<b>Revised degree outline, total required units decrease to 29.5 (formerly 31 units).</b>	J. Baker	Fall 2015
Animation Production	Certificate of Achievement	<b>Revised certificate outline, total required units decrease to 14 (formerly 18 units).</b>	J. Baker	Fall 2015
Computer Animation	A.A. Degree	<b>Revised degree outline, total required units increase to 32.5-33.5 (formerly 30.5 units).</b>	J. Baker	Fall 2015



Computer Animation	Certificate of Achievement	Revised Program SLO, revised certificate outline, total required units decrease to 17 (formerly 18.5 units).	J. Baker	Fall 2015
Engineering	A.S. Degree	Revised degree outline, total required units remain at 48.	D. Hartline	Fall 2015
Filmmaking	A.A. Degree	Revised degree outline, total required units decrease to 29 (formerly 29.5 units).	D. Brill	Fall 2015
New Media Journalism	A.A. Degree	Revised degree outline, total required units increase to 27 (formerly 24.5 units).	D. Brill	Fall 2015
News Reporting and Anchoring	Certificate of Specialization	Revised certificate outline, total required units increase to 12 (formerly 11 units).	D. Brill	Fall 2015
Sounds Arts	A.A. Degree	Revised degree outline, total required units increase to 27 (formerly 26.5 units).	D. Brill	Fall 2015
Video Game Animation	Certificate of Achievement	Total units required increased to 24 (formerly 23.5 units) due to increase in MEA-295 units.	J. Baker	Fall 2015

-Motion to approve all Consent Calendar Items on the May 14<sup>th</sup>, 2015 Curriculum Committee Agenda; Motion by Anne Marengo, second by Cindy Stephens. All in favor: Unanimous.

#### NEW NONCREDIT COURSES:

Subject	#	Title	Description of action	Author	Effective
NC.BCSK	MA3	Noncredit Arithmetic I	0 Units (Noncredit), 30 hours lecture, <b>new SLO.</b> Math department is eliminating our Math 025 Arithmetic course. Students at the lowest level will now go directly into Math 058 Pre-Algebra. Students not ready for Pre-Algebra, may need arithmetic review by taking two non-credit arithmetic courses.	H. Teachout	Fall 2015
NC.BCSK	MA4	Noncredit Arithmetic II	0 Units (Noncredit), 30 hours lecture, <b>new SLO.</b> Math department is eliminating our Math 025 Arithmetic course. Students at the lowest level will now go directly into Math 058 Pre-Algebra. Students not ready for Pre-Algebra, may need arithmetic review by taking two non-credit arithmetic courses.	H. Teachout	Fall 2015

-Motion to approve NC.BCSK-MA3 and NC.BCSK-MA4: Motion by Anne Marengo, second by Julie Jacobson. All in favor: Unanimous.

#### NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
CINEMA	122	History of Cinema	100% Online - <b>Approved</b>	S. Peterson
PHYSIC	110	General Physics I	Online Hybrid - <b>Approved</b>	D. Michaels
PHYSIC	221	Physics for Scientists and Engineers: Electricity & Magnetism	Online Hybrid - <b>Approved</b>	D. Hartline
REAL	100	Real Estate Principles	Online Hybrid - <b>Approved</b>	R. Waldon
REAL	101	Real Estate Practices	Online Hybrid - <b>Approved</b>	R. Waldon

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REAL	105	Real Estate Financing	Online Hybrid - <b>Approved</b>	R. Waldon
REAL	115	Legal Aspects of Real Estate	Online Hybrid - <b>Approved</b>	R. Waldon
REAL	120	Real Estate Appraisal I	Online Hybrid - <b>Approved</b>	R. Waldon
REAL	121	Real Estate Appraisal II	Online Hybrid - <b>Approved</b>	R. Waldon
REAL	130	Escrow Procedures and Processing	Online Hybrid - <b>Approved</b>	R. Waldon

#### APPROVAL OF ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS:

Subject	#	Title	General Education Area
BUS	211H	Business Law – Honors	Elective
CHNESE	102	Elementary Chinese II	Humanities and Fine Arts
CULARTS	135	Catering	Elective
CULARTS	136	ICuE Front of the House Service	Elective
ENGL	103H	Critical Reading, Writing, and Thinking - Honors	English Composition, Written Expression Competency
ENGL	104	Introduction to Professional Writing	English Composition, Written Expression Competency
GEOL	103	The Science of Life Through Dinosaurs	Natural Science
GEOL	109L	Earth Science Laboratory	Natural Science
MEA	210	Intermediate News Reporting/Writing	Elective
SPAN	101H	Elementary Spanish I – Honors	Humanities and Fine Arts
PHOTO	115	Photography on Locations	Elective
REC	100	Leisure for Life	Elective
THEATR	162	Musical Theatre Techniques	Elective
THEATR	210	Script Analysis	Elective

-The Curriculum Committee approved the additions of the above course to the Associate Degree General Educations Requirements.

#### APPROVAL OF GENERAL EDUCATION COURSES TO BE ADDED TO THE PARALEGAL AA DEGREE:

Subject	#	Title	General Education Area
CHNESE	102	Elementary Chinese II	Humanities and Fine Arts
ENGL	103H	Critical Reading, Writing, and Thinking - Honors	English Composition
GEOL	103	The Science of Life Through Dinosaurs	Natural Science
GEOL	109L	Earth Science Laboratory	Natural Science
SPAN	101H	Elementary Spanish I – Honors	Humanities and Fine Arts

-The Curriculum Committee approved the additions of the above course to the Paralegal AA Degree.

**NEW/MODIFIED PREREQUISITES:**

<b>Title</b>	<b>#</b>	<b>Title</b>	<b>Suggested Enrollment Limitation</b>	<b>Author</b>
ARCHT	240	Architecture Design Portfolio	ARCHT-084 as a prerequisite. - <b>Approved</b>	D. Minarash
BIOSCI	107	Molecular and Cellular Biology	Added CHEM-201/201H as a prerequisite per C-ID descriptor requirements. - <b>Approved</b>	H. Goldbert
BIOSCI	107H	Molecular and Cellular Biology - Honors	Added CHEM-201/201H as a prerequisite per C-ID descriptor requirements. - <b>Approved</b>	H. Goldbert
ENGL	264	Study of Fiction	Added ENGL-091 or ENGL-094 or ENGL-096 or ESL-100 as prerequisite. Added ENGL-101/101H as recommended preparation. - <b>Approved</b>	H. Petrasen
FIRET	005	Fire Apparatus Driver/Operator - Aerial Apparatus Operations	New L.A. County Fire Department prerequisite. - <b>Approved</b>	A. Green
FIRET	006	Fire Apparatus Driver/Operator - Tiller Apparatus	New L.A. County Fire Department prerequisite. - <b>Approved</b>	A. Green
FIRET	007	Fire Apparatus Driver/Operator - Wildland Fire Apparatus	New L.A. County Fire Department prerequisite. - <b>Approved</b>	A. Green
FIRET	008	Water Tender Operations	New L.A. County Fire Department prerequisite. - <b>Approved</b>	A. Green
FIRETL	025	Lifeguard In-service Training	New Lifeguard prerequisite. - <b>Approved</b>	A. Green
ID	111	Kitchen and Bath Design	Added ARCHT-110 or ID-110 as a prerequisite. - <b>Approved</b>	D. Minarash
ID	219	Interior Design Portfolio Presentation	Added ID-084 as a prerequisite. - <b>Approved</b>	D. Minarash
MLT	110	Clinical Hematology Lecture	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	110L	Clinical Hematology Lab	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	112	Clinical Urinalysis Lecture	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	112L	Clinical Urinalysis Lab	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	114	Clinical Coagulation Lecture	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	114L	Clinical Coagulation Lab	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	116	Clinical Microbiology Lecture	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	116L	Clinical Microbiology Lab	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	118	Clinical Immunology/ Immunohematology Lecture	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	118L	Clinical Immunology/ Immunohematology Lab	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	120	Clinical Chemistry I Lecture	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu
MLT	120L	Clinical Chemistry I Lab	Added "Official admission into the MLT program" as a prerequisite. - <b>Approved</b>	H. Chu



**Discussion Items:**

**1. 2015-2016 Curriculum Committee Calendar.** The curriculum committee approved the proposed 2015-2016 Curriculum Committee Calendar and will adjust dates for Spring 2015 if needed.

**2. Finalize 2014 Five Year Revision List.** The final version of the 2014 5 Year Revision List was distributed to the committee.

**3. Revisions to Curriculum Committee Procedures and Handbook based on changes made this year.** A discussion regarding possible revisions, based on the prerequisite policy, to the Curriculum Committee Procedures and Handbook

**4. Change in Diversity requirement to include Modern Languages.** Pierre Etienne presented on behalf of the Modern Languages department to include the Modern Languages courses as part of the diversity requirement. The committee had a positive response to the presentation and would welcome other departments to present as well.

**5. Relating SLO findings to course revisions.** A discussion was held regarding where to document SLO assessment findings and how they relate to course revisions. The committee will investigate the College of the Canyon's CurricUNET system to see if this information could be documented in CurricUNET.

**6. Prerequisite Policy.** Ann Lowe reviewed the prerequisite policy and how it may affect the curriculum committee.

**7. Department Name and Prefix Change.** The Computer Information Technology department has changed the department name to "Computer Applications and Web Technologies". The department prefix for courses will now be "CAWT". This changed was approved at the April 23<sup>rd</sup> Academic Senate Meeting and will become effective in Fall 2015.

New Courses Includes ISA's	5	Modified Non Credit Courses	-0-	Modified Prerequisites	18
New Programs	-0-	New DLA's	10	Deleted Courses	2
Modified Courses	110	New SLO's	12	Deleted Programs	-0-
Modified Programs	10	Modified SLO's	106	Proposals Reviewed in Technical Review Session	120
New Non Credit Courses	2	New Prerequisites	5	Proposals Returned from Technical Review Session	-0-

## **815. COMPUTER AND NETWORK USE FOR FACULTY, STAFF, AND ADMINISTRATORS BP 3720 Computer and Network Use**

**Replaces Policy 815**

Reference:

**Education Code Section 70902:**

**Government Code Section 3543.1(b):**

**Penal Code Section 502:**

**Cal. Const., Art. 1 Section 1:**

**17 U.S. Code Sections 101 et seq.**

Employees and students who use District computers, networks, related resources and the information they contain have a responsibility not to abuse those resources and to respect the rights of others. The ~~Superintendent~~President~~CEO~~ shall establish procedures that provide guidelines to students and staff-employees for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

**Adopted: 12/4/2002**

**See Administrative Procedure 3720**

**Draft 9/11/14**

Computer and Network Use for Faculty, Staff, and Administrators

## **AP 3720 Computer and Network Use**

### **References:**

17 U.S. Code Sections 101 et seq.;  
Penal Code Section 502, Cal. Const., Art. 1 Section 1;  
Government Code Section 3543.1(b);  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45  
Education Code Section 70902

The District Computer and Network systems are the sole property of the *Santa Clarita Community College District*. The Computer and Network systems are for District instructional and work related purposes only. Any person without proper authorization of the District may not use these resources.

This procedure applies to all District students, faculty, staff, administrators, and to others granted use of District information resources (referred to hereafter as users). This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, websites and electronic mail, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

### **Conditions of Use**

Computer Support Services (CSS) Information Technology may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions.

### **Legal Process**

This procedure exists within the framework of other District Board Policies and state and federal laws. However, this procedure is not intended to restrict the academic freedom of the faculty as stated in other District Board policies. A user of District information resources who is found to have violated any of these procedures will be subject to loss of information resources privileges and possible disciplinary action as described in Board Policy 7360 (Academic Employees), 7365 (Classified Employees), 5530 (Student), and their associated Administrative Procedures up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action.

### **Copyrights and Licenses**

Computer users must respect copyrights and licenses to software and other on-line information.

- **Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
- **Number of Simultaneous Users** - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
- **Copyrights** - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

#### **Integrity of Information Resources**

Computer users must respect the integrity of computer-based information resources.

- **Modification or Removal of Equipment** - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.
- **Unauthorized Use** - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; monopolizing printing resources by making excess copies of documents, files, or data when efficient alternatives are known by the user to be available, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.
- **Unauthorized Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.



### Unauthorized Access

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

- **Abuse of Computing Privileges** - Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.
- **Reporting Problems** - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.
- **Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

### Usage

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

- **Unlawful Messages** - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.
- **Commercial Usage** - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below). Public discussion groups may be designated for selling items by [GSS-Information Technology](#) and may be used appropriately, according to the stated purpose of the group(s).
- **Information Belonging to Others** - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.
- **Rights of Individuals** - Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.

- **User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.
- **Accurate Information** – Users shall not knowingly post on the District's Web server or distribute by any other electronic means information that the user knows to be inaccurate or in violation of other Board policies or District procedures.
- **Political, Personal, and Commercial Use** - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.
  - **Political Use** - District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.
  - **Personal Use** - District information resources should not be used for personal activities not related to appropriate District functions, except in a purely incidental manner.
  - **Commercial Use** - District information resources should not be used for commercial purposes. Users also are reminded that the domains registered by the District on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.

### **Nondiscrimination**

All users have the right to be free from any conduct connected with the use of the *Santa Clarita Community College District* network and computer resources which discriminates against any person on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics ~~ethnic group identity, religion, sex, age, color, national origin, marital status, sexual orientation, veteran's status, mental or physical disability including persons with AIDS/ARC/HIV.~~ No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District policy, District procedure state law, or federal law regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

### **Disclosure**

**No Expectation of Privacy** - The District reserves the right to monitor all use of the District network and computer resources to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District

purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

**Possibility of Disclosure** - Users must be aware of the possibility of unintended disclosure of communications.

**Retrieval** - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

**Public Records** - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of "public record" and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public.

**Litigation** - Computer transmissions and electronically stored information may be discoverable in litigation.

#### **Dissemination and User Acknowledgment**

All users shall be provided copies of these procedures and be directed to familiarize themselves with them. All users will be asked to sign or electronically accept the following statement acknowledging their responsibilities under Board Policy 845 3720.

*I understand that I have been granted access to the District's Information Technology resources and may have access to confidential information. I agree to abide by the standards set forth in this procedure and I am aware that violations of the Board Policy on Computer and Network Usage (Board Policy 845 3720) may subject me to disciplinary action.*

*Furthermore, all faculty, staff and administrative users of the District information system will be presented with the following statement when logging into the system:*

#### **CONFIDENTIALITY STATEMENT**

State and federal law protect the confidentiality of student, employee, and application records. I understand that all records accessed are confidential and subject to all policies and state or federal laws.

I agree that I will not access any information unless authorized to do so.

I agree that I will maintain the confidentiality of information in compliance with college policies and state and federal laws, both during and after employment.

I understand that if I fail to abide by these conditions I may be subject to formal disciplinary action up to and including, loss of information resource privileges, disciplinary suspension or termination from employment, and/or civil or criminal legal action.

I understand that by proceeding into the College of the Canyons College software system, I agree to comply with this statement.



March 23, 2015

TO: Dr. Dianne Van Hook, Chancellor  
Paul Wickline, President, Academic Senate

FROM: Wendy Brill-Wynkoop, Jerry Buckley, Co-Chairs, Academic Staffing

CC: Academic Staffing Committee Members

RE: Academic Staffing Committee Clarifications and Procedures

Attached, please find the final draft of revisions to the Academic Staffing Committee *Clarifications and Procedures Document*. We would be happy to meet with you at your convenience to discuss the revisions.

Paul – can you please place this on the Academic Senate Agenda for discussion?



**Academic Staffing Committee**  
*Clarifications and Procedures*  
*Revisions 2013-2014*

**I. Purpose**

The purpose of the Academic Staffing Committee (**ASC**), a part of the ~~shared governance~~ **collegial consultation** process, is to recommend to the Chief Executive Officer (CEO) the hiring priority of all **full-time** academic faculty positions, including those defined as vacancies created by retirements, terminations, and resignations.

**II. Membership**

Membership as defined by the Academic Senate shall consist of the following:

- The Chief Instructional Officer, and one faculty member appointed by the president of the Academic Senate, shall act as co-chairs.
- The Chief Student Services Officer
- One full-time, faculty representative from each of the following divisions:
  - Allied Health
  - CTE/CWEE
  - Education
  - Fine and Performing Arts
  - Humanities
  - Learning Resources
  - Math/Science
  - Physical Education
  - Social Science/Business
  - Student Services
- **The Vice President of Human Resources as a non-voting representative from Human Resources**
- Additional non-voting members may be added as resource members by mutual agreement of co-chairs.

**III. Protocols and Business**

1. The **ASC** will meet on a monthly basis during the academic school year, or as needed by mutual consent of the committee chairs
2. All faculty members will be notified of the timetable and the selection guidelines.
3. Committee members will be present to hear all presentations.
  - a. Faculty and administrators are invited to listen to in-person presentations.
4. Department Chairs, designees and/or Division Deans may make presentations.
  - a. **ASC** members shall not make presentations for new faculty but may select a designee.

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5. The ASC will deliberate and ~~vote~~ make a recommendation on each district-funded position; new or vacant ~~categorical, grant funded, or district funded~~.
6. The ASC Chairs will notify the Academic Senate and the CEO of the Committee's recommendation and the selection guidelines used for the selection.
  - a. The ASC will classify requests for New or Vacant Faculty Positions as urgent, strongly recommended, recommended, or not ranked.
  - b. Each category will be listed in alphabetical order rank order by year.
7. Full-Time Faculty Obligation Number (FON)
  - c. ~~FON is the minimum number of full-time faculty required per district as set by the California Community College Chancellor's Office.~~
  - d. ~~The college should, subject to funding considerations, strive to maintain a greater number of full-time faculty than the minimum required by FON.~~
  - e. ~~Exceeding FON will help prevent last minute or rushed hiring to meet FON.~~
7. The ASC shall maintain an ongoing list of New Recommended Positions, Vacant Funded, and Vacant Un-funded positions, and the status of those positions will be posted to the ASC website from 2007 forward.
8. Full-time faculty hiring matters should be brought to both ASC Co-Chairs for consultation prior to Board authorization for hire of full-time faculty. If the ASC Faculty Chair is unavailable consultation shall be made with the Academic Senate President.
9. When there has been Board authorization for hire of a New Position or Replacement Position, ~~but the Full-Time Hiring Committee has failed~~ was not able to identify a suitable candidate for that position then:
  - a. The Full-Time Hiring Committee should continue to seek a suitable candidate for rehire of the position.
  - b. If the Full-Time Hiring Committee was not able to identify ~~cannot fill~~ the position the Full-Time Hiring Committee should consult will notify both ASC Co-Chairs. If the ASC Faculty Chair is unavailable, consultation notification shall be made with to the Academic Senate President.
  - c. Human Resources should consult will notify both ASC Co-Chairs before an Interim Position is hired. If the ASC Faculty Chair is unavailable, consultation shall be made with notification will be made to the Academic Senate President.

#### IV. Voting Methods

1. It is the responsibility of each ASC member to vote in the best interest of the College.
2. ASC members must review all position requests and be present for all in-person presentations in order to vote for a specific position. The ASC may choose to use averages or mean of ranking to vote.

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3. A common rating system will be used for all positions. The details of this system will be made available to individuals making presentations
4. All **ASC** members are voting members except for the Chief Instructional Officer and Faculty Co-Chair, who will vote only in the event of a tie.

#### V. Definitions

1. A *Vacant Faculty Position* is defined as a funded position, vacated by resignation, retirement, illness or death of a faculty member.
2. A *Vacant Unfunded Faculty Position* is defined as an unfunded position, originally vacated by resignation, retirement, illness or death of a faculty member, which has been reviewed and recommended by the **ASC**, but become unfunded following the academic year in which the vacancy occurred.
3. A *New Position* is defined as an unfunded position, which has not existed previously, or is a Vacant Unfunded Position, whether categorically or district funded.
4. An *Interim Position* is defined as a full-time temporary position, up to a one-year assignment, in which the tenure process begins. Within this year the Vacant Position should be brought before the ASC for review and recommendation. Interim Positions are designed to temporarily fill a needed position because allowing the position to remain vacant while waiting for hire of a permanent replacement would be detrimental to the Program.
  - a. Detriment to the Program is to be determined based on timing of the vacancy, availability of Adjunct Faculty to temporarily staff the position, and legal mandates or requirements for Full Time Staff.
5. A *Permanent Position* is funded and defined as having an unchanging status as a full-time permanent position. A *Permanent Position* is not equivalent to an *Interim Position*.
6. *Consultation* is defined as engaging the **ASC** in seeking information, advice and or guidance in determining a course of action.

#### VI. Considerations for Vacant Faculty Positions

1. Recommendations for *Vacant (replacement) Positions* should remain separate from the recommendations for *New Faculty Positions*. *Vacant Positions* remain funded for the next academic year and become *Vacant Unfunded Positions* thereafter.
2. In general, when there is a *Vacant Faculty Position*, the college will strive to hire a replacement instructor for the department where the vacancy took place. To ensure that replacement of the retired or resigned faculty member is the best possible option for the college, the **ASC** will meet to review the needs of the department and **determine recommend** using similar methods to guidelines for New Positions, if the department should have primacy in replacement.



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3. The Department Chair or designee and/or Division Dean will make a presentation to the ASC in support of the assertion their department should have primacy in replacing the faculty position.
4. If the committee decides the vacant position is not a College priority, the position should be filled by a discipline on the "new faculty" recommendations list, preferably within the same division.
5. If a *Vacant Faculty Position* remains unfilled, at the end of the next fiscal year the position becomes a *Vacant Unfunded* position. The department must follow the guidelines for "call for presentations for request of new faculty positions" if seeking to replace a *Vacant Unfunded* position.

#### VII. Guidelines for Review of Vacant Positions

1. Once the Human Resources Department notifies the ASC of a recent or upcoming full-time vacancy in a program, the ASC reviews this vacancy at its next monthly meeting and will make a recommendation to the CEO regarding the replacement. (Please note: the ASC cannot review any positions until the Human Resources Department receives an official letter of resignation or intent to retire.)
2. The Department Chair must prepare a one-page, one-sided document to be submitted to ASC Co-Chairs. This document will be shared with the entire ASC and used in evaluating the need for the replacement position and forwarded to the CEO.
3. The ASC may invite the Department Chair and/or Division Dean to be available at the next ASC meeting, as a resource for the ASC should any questions regarding the replacement position arise.
4. The one page document should include the following:
  - a. Title of position
  - b. Brief job description (approximately two sentences)
  - c. Justification for changes in the position or job description since last hire – for example: an English generalist instructor retires but the department would like to make an argument for a basic skills instructor (if applicable)
  - d. Program review data (current number of full time and part time faculty, FTEF, load, etc.) For consistency use only current data, information available on the staffing committee intranet page, as your data source.
  - e. Funding source for this position (if applicable)
  - f. ~~Any other~~ Additional information that may be helpful to the ASC in making recommendations, if applicable, including but not limited to how the position:
    - i. Improves adjunct/full time ratio
    - ii. Meets an important employment / job market demand
    - iii. Addresses historically low WSCH/FTE

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- iv. Contributes to the coordination of programs, staff
  - v. Addresses access, equity, retention issues
  - vi. Addresses regulatory / legal compliance issues
  - vii. ~~Would~~Makes COC more competitive
  - viii. Circumvents difficulty of hiring adjuncts
  - ix. Addresses department growth and innovation
  - x. Contributes to future plans for department growth and innovation
5. Materials provided to the committee shall be limited to the one-page, one-sided document, and presentation.
- a. Supplemental materials, including but not limited to visual aids, PowerPoint presentations, props and/or materials that could be construed as inducements, will not be allowed during the presentation
6. Presenters should be timely and punctual or forfeit the current opportunity to make a presentation

#### VIII. Vacant Unfunded Positions

- 1. If the Board of Trustees does not authorize rehire of a vacated position within the next academic year, it becomes a Vacant Unfunded position.
- 2. In order to reprioritize this position, the Department Chair, designee, or Division Dean may make a new presentation to the ASC, following the “call for presentations for request of new faculty positions” guidelines.
- 3. In their recommendations to the CEO, the ASC will give special consideration to Vacant Unfunded Positions.

#### IX. Requests for New Positions

Annually the ASC will:

- a. Review membership, establish criteria for scoring presentations, collect data from recent program reviews, and review ASC voting procedures.
- b. Publish selection guidelines and priorities for the current year prior to the presentations.
- c. Establish a timetable and procedures for faculty presentations and ASC selection.

A “call for presentations for request of new faculty positions” will be sent to the faculty and academic deans.

- a. Presentation scheduling should be established at future meeting times convenient to the majority of the ASC.

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- b. ASC members unable to meet at the established times should secure a substitute for either their conflicting committee or academic obligations.
- c. The ASC will use data collected during program review to maintain consistency.
- d. Each presentation should include a job description for the New Position requested.
- e. One-page position descriptions should define the duties and describe desirable qualities for candidates. (The ASC will provide model job descriptions to presenters.)

Faculty or designees shall make presentations for new faculty positions to the ASC.

- a. Deans or designees will make subsequent presentations when appropriate.
- b. The CIO shall make presentations when necessary to provide a global perspective.
- c. The ASC shall determine the number of positions to recommend per availability of funding, the length of term (time frame) of the list, and suggested priorities to be sent to the CEO.

#### X. Guidelines for New Positions

1. As groundwork for presentations of New Full-Time Faculty positions, Department Chairs or Deans must prepare a one-page, one-sided document to share with the ASC.
  - a. One-page position descriptions should define the duties and describe desirable qualities for candidates. (The ASC will provide model job descriptions to presenters.) This document will be used in evaluating the need for the new position, and forwarded to the CEO.
  - b. Presentations will be limited to ten minutes per department, regardless of how many positions are requested. If the disciplines vary, or the positions differ greatly, i.e. Geography and Astronomy as differing disciplines of Earth Science, this could warrant two separate ten-minute presentations and two separate one-page position descriptions. Alternatively, if the English department were requesting a new position in Developmental English and Transfer English, these two positions would warrant one presentation. Any concerns should be discussed with the ASC Co-Chairs before scheduling a presentation.
2. The one page, one-sided document and presentation should include the following:
  - a. Title of position or positions
  - b. If requesting multiple positions, positions must be prioritized
  - c. Connection of position to the mission of the college, i.e. basic skills, transfer or CTE
  - d. Brief job description (one paragraph)
  - e. Program review data (current number of full time and part time faculty, FTEF, load, etc.) – current data is available on the ASC intranet page. For consistency with other presentations this information must be used as the data source.



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- f. Funding source for the position, i.e. categorical or district (if applicable). If funding is categorical indicate the length of time funding is available.
- g. Staffing history of the department detailing:
  - i. Vacant Unfunded Positions not authorized for rehire
- h. Materials provided to the ASC shall be limited to the one-page, one-sided document, and presentation.
  - i. Supplemental materials, including but not limited to visual aids, PowerPoint presentations, props and/or materials that could be construed as inducements, will not be considered.
  - i. Presenters should be timely and punctual or forfeit the current opportunity to make a presentation
- 3. Any other information that may be helpful in making our recommendations (if applicable), including but not limited to:
  - a. Improves adjunct/full time ratio
  - b. Meets an important employment / job market demand / CTE
  - c. Addresses historically low WSCH/FTE
  - d. Coordination of programs, staff / need for "lead" in the discipline area
  - e. Addresses regulatory / legal compliance issues
  - f. Would make COC more competitive
  - g. Scarcity of adjuncts in the discipline area
  - h. Department growth and innovation
- 4. After presentations, the ASC will create and maintain a list of "New Full-Time Recommended Faculty Positions" for new hire, based on the need for efficiency and current planning.
- 5. Recommendations for new faculty positions will be grouped in 4 categories, in alphabetical order under each category:
  - a. Urgent
  - b. Strongly Recommended
  - c. Recommended
  - d. Not Recommended
- 6. No position shall remain on the "New Full-Time Recommended Faculty Positions" list in excess of 3 years.
- 7. In order to maintain current data for positions based on need the ASC will review all recommended positions that have not been moved to the Board of Trustees for authorization to hire, every 3 years.

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- a. This review shall include a presentation to the ASC, including the most current program information.
- b. The "New Full-Time Recommended Faculty Positions" list shall be updated to reflect the most recent date of review, as well as the original date of recommendation by the ASC. This will assist the ASC in tracking the length of time a program has been waiting for a New Full-Time Faculty Position to be moved to the Board of Trustees for authorization to hire.
8. Recommended positions moved to the Board of Trustees for authorization to hire will be removed from the "New Full-Time Recommended Faculty Positions" list.
9. Revisiting Presentations
  - a. It is not necessary to represent arguments to the committee for New Full-Time Faculty Positions that have been placed on the "New Full-Time Recommended Faculty Positions" list during the 3-year cycle, unless data or circumstances surrounding the program needs have changed dramatically since the initial presentation; i.e. Change in legal mandate, extreme program growth, increase in Unfunded Vacant Positions.

#### XI. Considerations for Grant Funded / Categorical Faculty Positions

1. All New Full-Time and Vacant grant-funded and/or categorically-funded faculty positions, regardless of funding source, shall be submitted to the ASC for review.
2. Presentations must be made to the ASC and should follow the same methods as requests for New Positions.
2. Presenters should pay particular attention to the stability of funds and include the revenue source, the expected duration of the funding source and the institutionalizing of the position-timeframe for the institutionalization of the position should the grant and/or categorical funding cease.
3. Additional consideration should be given to the impact of grant funded / categorical positions on the overall FON at the college and the impact of expiration of funding. The job description and all other literature regarding the position shall include information regarding the District's obligation to these faculty members and institutionalize the positions after grant and/or categorical funding ends.