

# We are 10+1

Academic Senate for College of the Canyons  
October 8, 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: September 24, 2015 (pg. 3)
  - b) Curriculum Summary: October 1, 2015 (pg. 7)
4. Academic Senate President's Report – Rebecca Eikey
5. Academic Senate Vice President's Report- Ron Karlin in lieu of Vacancy of VP

## B. Committee Report

## C. Unfinished Business

1. Local Graduation Requirements
2. Adjunct Minimum Qualification Memo sheets
3. Resolution on Nepotism

## D. Discussion Items

1. 3SP Aivee Ortega - <http://www.canyons.edu/Offices/AcademicSenate/Documents/2015-16%20Credit%20SSSP%20Program%20Plan%20Template%20ORIGINAL%2010.02.2015%20for%20Academic%20Senate.pdf>  
<http://www.canyons.edu/Offices/AcademicSenate/Documents/632000%20SSSP%2015-16%20Allocated%20Budget.pdf>
2. 3SP Noncredit Jasmine Ruys -  
<http://www.canyons.edu/Offices/AcademicSenate/Documents/Noncredit%20SSSP%20plan%20-%20Final.pdf>  
<http://www.canyons.edu/Offices/AcademicSenate/Documents/Attachment%20B-%20NCSSSP%20Organizational%20Chart.pdf>  
<http://www.canyons.edu/Offices/AcademicSenate/Documents/Attachment%20C%20-%20NCSSSP%20Advisory%20Commitee.pdf>
3. Academic Senate Logo
4. AAC&U HIPS & Principles of Excellence – (pg. 10)  
<http://www.canyons.edu/Offices/AcademicSenate/Documents/Principles%20of%20Excellence%20and%20HIP%20tables.pdf>
5. BONH key access

## E. Action Items

1. Academic Hiring Procedures for Adjunct Positions (pg. 11)
2. Approval of Discipline Assignments –
  - Galeen Roe, Library Science, Library Technology
  - George Lee White, Commercial Photography Technology
  - Erin Barnthouse, Library Science, Library Technology, Noncredit Basic Skills Reading
  - Erika Torgeson, Counseling
  - Consuelo Beecher, Chemistry
  - Jason Oliver, Architecture

- Mary Manuel, Nursing, Nursing Science/Clinical Practice  
Health, Health Services Director/Coordinator/College Nurse  
Health and Safety: Noncredit

3. Faculty appointments to the Accreditation Taskforce: Rebecca Eikey, Ann Lowe and Albert Loaiza

4. CAWT Program Viability Report – Alan Strozer -

[http://www.canyons.edu/Offices/AcademicSenate/Documents/CAWT\\_prog\\_viability\\_report%28DOC%29-2015\\_final.pdf](http://www.canyons.edu/Offices/AcademicSenate/Documents/CAWT_prog_viability_report%28DOC%29-2015_final.pdf)

5. Phil Gussin as co-chair for Faculty Professional Committee

6. Teresa Ciardi as Vice President of Senate

#### **F. Reports**

- Schools

#### **G. Announcements**

- Strengthening Students Success 2015: Looking back, looking forward, Oct. 7-9 Oakland Marriott
- Discipline Input Group (DIG) meetings for Career Technical Education Disciplines Saturday, North Location October 17<sup>th</sup>, San Mateo Marriott Hotel. South Location Friday, October 30<sup>th</sup>, Double Tree by Hilton Anaheim Hotel
- Area C Meeting, October 24<sup>th</sup> Valley Glen, CA
- Oktober Fest, October 30, 2015, 4:30 pm to 7:00 pm UCEN Lobby
- Fall Plenary Session Nov. 5-7, Irvine Marriott Hotel
- Scholarly Presentation in Fall November 19<sup>th</sup>
- Call for Presentations Innovation and Instructional Design Institute January 21-26, 2016 Riverside Convention Center  
<http://www.canyons.edu/Offices/AcademicSenate/Documents/Final%20Call%20for%20Presentations.pdf>
- Accreditation Institute Feb. 19-20 Sand Diego
- Academic Academy Mar. 11-12 North, TBD
- Spring Plenary Session Apr. 20-23 Sacramento Convention Center
- Career Technical Education Institute May 6-7 TBD

#### **H. Adjournment**

The next Senate meeting will take place on **October 22, 2015.**

As always everyone is welcomed.

Comments from the public are encouraged for any item on the Agenda,  
but there may be a time limit for such comments.

## Summary of the Academic Senate Meeting September 24, 2015

Attendance: Rebecca Eikey, Lee Hilliard, Kimberly Bonfiglio, Jason Burgdofer, Amy Shennum, Tracey Sherard, Diane Fiero, Graciela Martinez, Mike Wilding, Diane Baker, Wendy Brill-Wynkoop, Ann Lowe, Ron Karlin, Victoria Leonard, Patty Robinson, Mike Sherry, Bob Maxwell and Regina Blasberg

### A. Routine Matters

1. Call to order: 3:03 p.m.
2. Approval of the agenda. Rebecca requested an amendment. "Resolution on Nepotism" was left off Unfinished Business and needs to be added. Motion David Andrus, seconded Amy Shennum. Unanimous. Approved. Motion to approve the agenda, Wendy Brill, seconded Jason Burgdofer.
3. Approval of the consent calendar: Ann Lowe stated she would like to delete two sentences in the Curriculum summary of the 9/9/15 minutes. Motion Ann Lowe, seconded Amy Shennum. Unanimous. Approved.
4. Motion to approve the Curriculum Summary and the Academic Senate summary David Andrus, seconded Ann Lowe. Unanimous.
5. **Academic Senate President's Report, Rebecca Eikey.**
  - ✓ Rebecca reported that she has been attending several committees meetings PAC-B, CPT, Enrollment Management, her meetings with Dr. Buckley, her meetings with the Chancellor and Board meetings. A lot has been occurring and she has some information to share.
  - ✓ Last night's board meeting was an important meeting because of the change of what will happen with elections of the Board. The Board of Trustees has delegated the authority to Dr. Van Hook to create the areas for 5 board seats with a demographer. There was concern about timeline for public input. Joan McGregor spoke at the Board meeting about how compressed the timeline was. Rebecca stated that if she is reading the timeline correctly: October 2<sup>nd</sup> would be the first public announcement that these maps would be drawn; October 6<sup>th</sup> would be when these drafts would be publicly available, but she does not know where or how they would be made publicly; October 9<sup>th</sup> would be a second announcement that the drafts are available; October 13<sup>th</sup> would be the first time that the public could come to the board of trustees and ask questions, which is on a Tuesday and it is here on the Valencia Campus; October 21<sup>st</sup> would be the second public meeting and that would be at the Canyon Country Campus; October 23<sup>rd</sup> is when the third public announcement would go out; and November 4<sup>th</sup> would be a special meeting at Newhall Elementary School with the Board of Trustees to hear from the public for comment and at that point they would approve or adopt the maps unless there was some major indications from the public not to. A question was raised to explain more about the maps. In the lawsuit regarding the California Voters Right Act, the district was in litigation. The district spent about 2 million dollars for attorney fees

- and other costs and then they settled. The settlement was such that they were going to go cumulative voting, where you could vote up to three times per person. The state and county rejected cumulative voting so now the board must go towards the other alternative method which had been proposed originally and divide up Santa Clarita into particular areas (trustee districts) and there would be a board seat associated with those areas. Since there are five trustees there would be five areas. A demographer would be employed to work with this. Dr. Van Hook will be working with the demographer on the creations of these maps and those maps are what will be announced publicly. What is the rush to get the mapping done in 30 days? The explanation that was given last night is that it takes time at the board of governors level to have all of this approved so that they can make the November 2016 elections. A question was asked about the board of trustee's term and David Andrus stated that no one's term would be cut. They would stay on the amount of time left of their term.
- ✓ Some other presentations that happened at the recent board meetings were focusing on some LEAP projects. One particular outreach program will target Canyon High School because they are 46% Latino. The outreach program recruitment activity to start with 11<sup>th</sup> graders then continue with 12<sup>th</sup> graders as a way to helping them understand the application process at the college, understanding the placement tests, and the awareness of STEM fields with STEM workshops held on COC campus. From the CPT meeting that there is interest in the district level to support this project. There is an anticipated cost of ten to twenty thousand dollars a year.
  - ✓ The other LEAP presentation at recent board meeting was the Future Educators in Training or FIT. It is modeled after LA city College's Project Match. The goal is to increase adjunct faculty in the hiring pool. Paying faculty interns to work with paid faculty mentors would be part of this project. Rebecca's concern there is that we need to make sure that we have our 10+1 responsibilities included. There is specific state law/language that indicates that faculty interns are to be hired by following procedures established with academic senates and the board of trustees and that faculty interns meet minimum qualifications. The FIT team wants curriculum to be developed for this semester and there is \$10,000 set aside to do just that. There were concerns and questions about this project. Specifically, a number of Senators were worried that the faculty interns would ultimately accept hiring paying teaching jobs in LA and the return on investment for COC would be small.
  - ✓ Some highlights on the budget were presented. The district spends 83% of the unrestricted general fund on salaries, but then at PAC-B it was presented as 84% not sure why the 1% difference. At LA City College they spend 90% on their salaries.
  - ✓ One time funds are available this year. Seven million dollars has been set aside and 1 ½ million have been set aside for "Innovation." The funds are flexible and can be used this year or next year and are to be used for equipment and scheduled maintenance. FON (Faculty Obligation Number) is anticipated to be ten or the district will need to hire ten new faculty for fall of 2016. This will affect the ongoing issue of enough office space for

FT faculty. We need to go back to Ed Code and see what it says for the size of offices and the requirement for the district to provide faculty offices. If we hire ten new people we have counted eight new office spots available. David announced that Michael Dermody has graciously agreed to take over the whole office “real estate” issue. David asked him if he wouldn’t mind weighing in on the office policy. He is going to think about it and then work with the Policy Committee to see what his ideas that we can work with Administration and deal with the offices. Lack of enough faculty offices is also seen at Canyon Country.

- ✓ Rebecca let the Senators know that we will be getting a projection screen and new computer installed in the BONH 330. The bookshelves have been emptied and will be removed for the screen.
- ✓ The administration would like to have Decision Making Guide ready for print by the next CPT meeting October 19<sup>th</sup>. We have a short deadline if there is any thing that needs some improvement or change for Academic Senate or Policy.
- ✓ For CTE there is a report regarding the California Community College Taskforce on Workforce, Job Creation and Strong Economy. There are 25 recommendations in that report. Rebecca highly recommends that you read through those because there is a lot of impact on our 10+1 responsibilities. Rebecca is concerned about having the CTE faculty stretched too thin and that this is also a concern the Chancellor shares.
- ✓ Rebecca explained the Institutional Effectiveness and Inclusive Excellence Committee. This is a new committee which is a subcommittee of CPT. The purpose of this committee is to align the various projects going on in terms of Equity, Skills for Success, 3SP, Title V grant, and others. There is a lot of overlap between various projects and initiatives. The idea was to try and bring all those different initiatives together and really focusing on improving the outcomes for the students. The committee has set up goals for the year. Some of the committees, such as Equity and Performance Indicators are going away. Skills for Success may also go away.
- ✓ Academic Affairs is working on a master calendar.
- ✓ The Rostrum was put in your boxes and it is also available online. Please read the section on Faculty Awards. There are deadlines.

## **6. Report VP Senate – currently VACANT**

### **B. Report**

#### **1. Civic Engagement – Patty Robinson**

Patty handed out a document for the Strategic Plan for Civic Engagement 2015-2018. Yesterday the committee had their first meeting. They have a very diverse group of faculty. Also have a couple of Students. Why a committee? She is hoping to bring together our entire campus culture together to look at the concept of Civic Engagement. Patty gave an overview of what Civic Engagement is and what she would like to see on this campus. She went over the document that she handed out and then was a question and answer session. If you have any questions regarding Civic Engagement, please contact Patty Robinson.

### C. Unfinished Business

1. Local Graduation Requirements
2. Adjunct Minimum Qualifications
3. Resolution on Nepotism

### D. Discussion Items

1. Academic Hiring Procedures for Adjunct Positions – Diane Fiero

Earlier this year Diane brought this to the Senate. The problem is the getting the three required reference letters. She is asking if we could change that to fewer letters. Getting the three letters is difficult and she has piles of files that are incomplete because they are missing one or two letters. The Senators were asked to take this back to their divisions (schools) and talk about it with their colleagues. The feedback from the Senators who brought to their divisions (school) was: Wendy Brill, Fine and Performing Arts - no letters; Amy Shennum, Allied Health - two letters of recommendation; Victoria Leonard, SSB - two letters of recommendation; Mike Sherry, Mathematics - two letters of recommendation; Regina Blasberg, CTE – no letters. Diane was asked if she could outline each discipline for what is required (two versus none). The recommendation was to have Diane make the changes to the hiring procedures and we can move forward with this coming back as an Action Item.

2. Policy changes related to Federal Law regarding Sexual Assault – David Andrus and Mike Wilding

David gave an overview of the sixteen policies that are attached to the agenda. These are Federally Mandated policies. There have been unreported assaults on campus so the Federal Government has put pressure on campuses to do it. If we don't do this we lose federal funding. The stakes are high for campuses to incorporate these changes into their policies and practices. There is also the matter of confidentiality. There were so many policies to look over that the committee decided to put them all at once on the agenda and the homework for the Senators were to take these back to their schools and talk about them and bring their questions back to the Senate. Mike Wilding will be out of town so we are bringing these policies back for the November 5<sup>th</sup> meeting. This gives time for everyone to talk about them and bring their questions back. Mike explained that everyone will have to be trained and that is coming in the Fall. This will come back after Nov 5<sup>th</sup> as an action item for the next agenda.

3. AAC&U HIPs & Principles of Excellence – Tabled for October 8<sup>th</sup> meeting
4. BONH 330 Key access – Tabled for October 8<sup>th</sup> meeting

**E. Action Items** – Motion to approve all the action items David Andrus, seconded Victoria Leonard. Unanimous. Approved.

**F. Reports** – N/A

**G. Announcements** – see the Senate agenda

**H. Adjournment:** 4:35 p.m.

## CURRICULUM COMMITTEE SUMMARY

October 1<sup>st</sup>, 2015

3:00 pm– 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of Technical Review meetings held on September 21<sup>st</sup>, 2015

**Members present:** Backes, Patrick – Curriculum & Articulation Coordinator; Barnthouse, Erin – Learning Resources; Brill, David – Visual & Performing Arts; George, Tricia – Humanities; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Applied Technologies; Hyatt, Rhonda – Kinesiology & Athletics; Jacobson, Julie – Member at Large; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Social & Behavioral Sciences; Matsumoto, Saburo – Member at Large; Solomon, Diane – Student Services; Stephens, Cindy – Member at Large

**Members absent:** Bates, Mary – Math, Sciences & and Health Professions; Ruys, Jasmine – Director Admissions and Records;

**DELETED PROGRAMS on consent:**

Program	Degree/Certificate	Description of action	Author	Effective
Skills for Healthy Aging Resources and Programs (SHARP)	Certificate of Specialization	Course within certificate have been archived effective Fall 2016.	A. Marengo	Fall 2016

**MODIFIED COURSES on consent:**

Subject	#	Title	Description of action	Author	Effective
ID	295	Professional Practices for Interior Design	<b>Revised SLO's (2)</b> , revised objectives and content, updated textbooks.	D. Hinesworth	Fall 2016
MEA	131	3D Modeling and Surfacing	Revised description, objectives and content. Updated textbooks.	J. Baker	Fall 2016
MEA	135	Computer Animation and Special Effects	Revised description, objectives and content. Updated textbooks.	J. Baker	Fall 2016
MEA	215	Photojournalism and News Photography	<b>Added PHOTO-150 or PHOTO-155 or PHOTO-160 as prerequisite options.</b>	D. Brill	Fall 2016
PHOTO	215	Photojournalism and News Photography	Revised description, objectives and content. <b>Added MEA-120 or PHOTO-155 or PHOTO-160 as prerequisite options.</b>	W. Brill-Wynkoop	Fall 2016
PHYSICI	101	Physical Science	<b>Revised SLO, added SLO</b> , revise objectives and content, updated textbooks. <b>Added DLA.</b>	V. Devishovich	Fall 2016

**NEW ISA COURSES on consent:**

Subject	#	Title	Description of action	Author	Effective
FIRET	088	Fire Prevention I	1.5 units, 32 hours lecture, <b>new SLO's (2), new Fire Academy or equivalent skills prerequisite.</b>	A. Green	Spring 2016
LEPD	025	Firearms Shotgun Slug	0.50 units, 10 hours lecture, 10 hours lab, <b>new SLO's (2), new P.O.S.T. or equivalent skills prerequisite.</b>	A. Green	Spring 2016
LESD	008	Emergency Response Team	0.25 units, 8 hours lecture, 8 hours lab, <b>new SLO's (2), new P.O.S.T. or equivalent skills prerequisite.</b>	A. Green	Spring 2016

-Motion to approve all Consent Calendar Items on the October 1<sup>st</sup>, 2015 Curriculum Committee Agenda; Motion by Diane Solomon, second by Anne Marengo. All in favor: Unanimous.

**NEW COURSES-DISCUSSION OF NEED:**

Subject	#	Title	Description of action	Author	Effective
COUNS	095	<del>UPGRADE: Building Academic Strengths</del>	1-unit, 18 hours lecture, <del>new SLO, added DLA.</del>	<del>A. George</del>	<del>Fall 2016</del>
HUMAN	105	Cultural Eras in Humanities I: Antiquity to Medieval	3 units, 54 hours lecture, <b>new SLO's (2), new recommended preparation of ENGL-091, added DLA.</b>	A. Katsman	Fall 2016
HUMAN	106	Cultural Eras in Humanities II	3 units, 54 hours lecture, <b>new SLO's (2), new recommended preparation of ENGL-091, added DLA.</b>	A. Katsman	Fall 2016

-Discussion of need for COUNS-095 was tabled and will be placed on the October 15<sup>th</sup> Curriculum Committee Agenda.

-Motion to approve and adopt the need for the HUMAN-105 & HUMAN-106 new course proposals: Motion by Julie Jacobson, second by Cindy Stephens. All in favor: 7, Opposed: 3, Abstained: 1. Approved.

**MODIFIED COURSES:**

Subject	#	Title	Description of action	Author	Effective
ART	115	<del>Art History: U.S. and European Modernism</del>	<del>Revised objectives and content, updated textbooks. Added DLA.</del>	<del>W. McCaffrey</del>	<del>Fall 2016</del>
NURSNG	094	Success in Psychiatric Nursing	Revised description, objectives and content. Changed co-requisite to NURSNG-126 (formerly NURSNG-220)	T. Rathke	Fall 2016
SOCI	230	<del>Sociology of Sexualities</del>	<del>Revised description, objectives and content. Update textbooks.</del>	<del>C. Harding</del>	<del>Fall 2016</del>

-Motion to approve NURSNG-094: Motion by Anne Marengo, second by Julie Jacobson. All in favor: Unanimous.

-ART-115 & SOCI-230 will be returned to authors for further revisions and will be reviewed at the upcoming technical review session.



**NEW/MODIFIED PREREQUISITES:**

Title	#	Title	Suggested Enrollment Limitation	Author
FIRET	088	Fire Prevention I	New Fire Academy or equivalent skills prerequisite. – Approved	A. Green
LEPD	025	Firearms Shotgun Slug	New P.O.S.T. or equivalent skills prerequisite. – Approved	A. Green
LESD	008	Emergency Response Team	New P.O.S.T. or equivalent skills prerequisite. – Approved	A. Green
MEA	215	Photojournalism and News Photography	Added PHOTO-150 or PHOTO-155 or PHOTO-160 as prerequisite options. – Approved	D. Brill
PHOTO	215	Photojournalism and News Photography	Added MEA-120 or PHOTO-155 or PHOTO-160 as prerequisite options. – Approved	W. Brill- Wynberg

**NEW DISTANCE LEARNING ADDENDUMS:**

Title	#	Title	TYPE OF DELIVERY	Author
ART	115	Art History: U.S. and European Modernism	100% online.	M. MacGuffey
PHYSI	101	Physical Science	Online/Hybrid. – Approved	V. Davidovich

**Discussion Items:**

**1. 2015 Five Year Revision List Update.**

**2. Regional Curriculum Meeting. Saturday November 14<sup>th</sup>, 9:30 am – 3:30 pm at Mt. San Antonio College.**

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	2
New Programs	-0-	New DLA's	1	Deleted Courses	-0-
Modified Courses	7	New SLO's	6	Deleted Programs	1
Modified Programs	-0-	Modified SLO's	2	Proposals Reviewed in Technical Review Session	11
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	5

### *Discussion Item 3*



### *Discussion Item 4*

The purpose of this discussion item is for the Academic Senate to define what HIPs are at COC and identify HIPs that are occurring at COC – using the Principles of Excellence as a guide.

Many of the CSUs are defining HIPs as part of CSU Chancellor Office Pilot Program:

- CSU Chico
- Humboldt State University
- CSU Monterey
- CSU San Bernardino
- San Francisco State U
- CSU San Marcos
- CSU Stanislaus

<http://www.calstate.edu/highimpact/pilot/>

Other CSUs are also defining HIPs, please see CSU Fullerton as an example:

<http://www.fullerton.edu/HIP/definition/>

Questions to consider:

1. What are HIPs?
2. What purpose do they serve?
3. How do students benefit from these?
4. What are HIPs at COC?



## Appendix C

### Hiring Procedures:

- **Adjunct**

# Academic Hiring Procedures for Adjunct Positions

Effective July 1, 2003

## 1. Preface

In general the same underlying philosophy for the hiring of full-time faculty members also applies to the hiring of adjunct faculty. There are, however, additional issues and concerns that need to be addressed when selecting adjunct faculty members.

1.1. The necessity of ensuring quality and high levels of teaching excellence is not incompatible with the recognition that flexibility and speed may be needed when filling adjunct positions. With care, the two issues can be complimentary.

1.2. We should recognize the practical fact that a vast majority of successful applicants for full-time faculty positions start as adjunct, so we must be sure that we do not inadvertently “narrow the gate” by having too restrictive of a procedure for hiring adjunct.

1.3. However, since our primary concern should be the educational experience of our students, who should not have to worry whether an adjunct or Full-time faculty member is teaching them, we should ensure that the professional qualities of ALL faculty members are of the highest caliber.

## 2. Department Chair and Designee

2.1. For the purposes of efficiency, any references to “Department Chair” may be read as “Department Chair or designee.”

2.2. During the summer, or when the college is in recess, if the Department Chair will not be available he/she should identify a designee. If there is not designee, the Academic Senate President may appoint a designee.

## 3. Recruitment

3.1. The Human Resources department will establish a schedule for publishing generic announcements for adjunct positions. Inclusion of academic departments on these announcements and all other related college- recruitment materials will be in coordination with the Instruction Office and the Department Chairs.

3.2. Before conducting any supplemental recruiting, departments should notify the Human Resources Office. Human Resources will assist the department in ensuring that all legal requirements as well as the overall goals

of the college recruiting processes are met.

3.3. The Human Resources Office will keep applications for a period of two years.

#### 4. Minimum Qualifications

4.1. Students are entitled to the best possible instruction regardless of whether it is being delivered by an adjunct or a full-time faculty member. As such, the procedures for determining Minimum Qualifications and Equivalencies are the same for both adjunct and full-time faculty hires.

4.2. If an individual satisfies the equivalency for a particular discipline, he/she retains his/her status as meeting the equivalent minimum qualifications for that discipline for as long as he/she maintains continual academic employment with the college. He/she retains equivalency for that discipline, and may continue to use that equivalency to qualify for any future adjunct and full-time hires within that discipline.

4.3. However, if an individual is not employed for two consecutive regular semesters, he/she must re-apply via the Adjunct Re-Employment Application form to be placed into the eligibility pool. If an individual is not employed for more than three years, he/she must undergo a new application and interview process. In both cases, the individual must meet the minimum qualifications and equivalency procedures that are in effect at that time.

#### Required documentation

4.4. All applicants are to complete the following:

- Appropriate district application,
- Unofficial copies of transcripts,
- Resume
- Letters of recommendation:
  - When applying for disciplines requiring a Master's degree, two professional letters of reference are required.
  - When applying for disciplines in which a Master's degree is not generally expected or available but which requires a specific Bachelor's or Associate degree (Career Technical Education), letters of recommendation are highly recommended.
  - Submitted letters must have been signed and dated within the last five years. (Student classroom evaluations are not considered professional letters of reference.)

4.5. Current adjuncts interested in teaching in other disciplines can submit an Adjunct-Additional Interest Form instead of completing an entire new application. They must still undergo the interview process.

Any required documentation must be submitted to the Human Resources Office prior to an interview being established.

#### 5. Screening/interviewing committee

5.1. All committees to screen and/or interview adjunct applicants must consist of at least two individuals.

5.2. The Department Chair will chair the committee. It is strongly encouraged that the second committee member should be a full-time faculty member from within the same department; however, another full-time faculty member or an educational administrator may also serve as the second committee member.

5.3. The Senate and the Instruction Office may agree to add additional members to the committee to provide for increased expertise and input.

5.4. To ensure institutional integrity in the hiring process, it is desirable that the Human Resource Office arranges the interviews.

5.5. However, in some cases it might be necessary for the committee chair to schedule the interviews. In these cases, the committee chair must contact and coordinate with the Human Resource office to complete any and all other arrangements for the interviews.

## 6. Eligibility list

6.1. Candidates who have successfully completed the interview process will be placed on the eligibility list. However, no candidate will be placed on the eligibility list until the Human Resource Office has verified the minimum qualification of a potential faculty member, as determined by the Senate equivalency procedure.

6.2. The department chair will recommend to the Instruction Office a list of individuals who are best qualified to teach particular courses. For those classes that are offered in a non-traditional format (e.g., PACE, Distance-Ed), the Department Chair may consult with the appropriate coordinator/administrator of those programs to determine the best qualified for particular sections.

6.3. Only the Instruction Office, based on the recommendation list provided by the Department Chair, may make an official offer of employment.

6.4. Individuals who have not been employed at the College for two consecutive, regular semesters will be removed from the eligibility list and must reapply per the requirements of section 4.3.

## 7. Emergency Hires

7.1. An “Emergency hire” is one that occurs when there are less than two working days prior to the scheduled start of a class section.

7.2. In emergency hires, a formal committee is not necessary. However, unofficial transcripts and completed District Application must be submitted prior to employment. All other required documentation (e.g., official transcripts, “new hire packet”, letters of recommendation) must be submitted prior to the first pay period.

7.3. Established minimum qualifications and equivalencies cannot be waived for “emergencies”.

7.4. If an emergency hire wishes to be placed on the eligibility list for future teaching assignments, the Department Chair and/or Division Dean must ensure that the faculty member completes the regular hiring procedures.

7.5. The Human Resources Office will provide the Instruction Office, Department Chairs, and Academic Senate with a list of all “emergency hires” each semester.

## 8. Follow-up Responsibilities

The Committee Chair is responsible to ensure that all committee materials and required committee documents are returned to the Human Resources Office.

## HUMAN RESOURCES OFFICE

Date: September 24, 2015  
 To: Rebecca Eikey  
 President, Academic Senate  
 From: Linda Clark  
 Senior Human Resources Generalist (Faculty)  
 CC: Christina Chung, Director, Human Resources  
 Lita Wangen, Administrative Assistant to the Academic Senate

Subject: Discipline Assignment – Erin Barnthouse

The following information is provided for discipline assignment:

### **Erin Barnthouse**

Ms. Barnthouse has been hired as a Librarian, effective start date August 14, 2015. She meets the minimum qualifications listed below.

- Master's degree in library science, or library and information science

The following is provided for discipline assignment:

- MS in Library and Information Science, San Jose State University
- BA in English, Saint Mary-of-the-Woods College
- 4 years of experience as a Librarian

It would appear that Ms. Barnthouse qualifies for the discipline(s) of:

### **Library Science**

- Master's in library science, or library and Information science

### **Library Technology**

- Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

### **Noncredit Basic Skills Reading**

- Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism

### **Noncredit Basic Skills Writing**

- Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism

## HUMAN RESOURCES OFFICE

Date: September 24, 2015

To: Rebecca Eikey  
President, Academic Senate

From: Linda Clark  
Senior Human Resources Generalist (Faculty)

CC: Christina Chung, Director, Human Resources  
Lita Wangen, Administrative Assistant to the Academic Senate

Subject: Discipline Assignment – Galeen Roe

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The following information is provided for discipline assignment:

**Galeen Roe**

Ms. Roe has been hired as a Librarian, effective start date August 14, 2015. She meets the minimum qualifications listed below:

- Master's degree in library science, or library and information science

The following is provided for discipline assignment:

- MS in Library and Information Science, San Jose State University
- BA in Women's Studies, Occidental College
- 11 years of Librarian experience

It would appear that Ms. Roe qualifies for the discipline(s) of:

**Library Science**

- Master's in library science, or library and Information science

**Library Technology**

- Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

## HUMAN RESOURCES OFFICE

Date: September 24, 2015

To: Rebecca Eikey  
President, Academic Senate

From: Linda Clark  
Senior Human Resources Generalist (Faculty)

CC: Christina Chung  
Director, Human Resources

Subject: Discipline Assignment – George Lee White

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The following information is provided for discipline assignment:

**George Lee White**

Mr. White has been hired as a Photography Instructor, effective start date August 14, 2015. He meets the minimum qualifications listed below:

- Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent

The following is provided for discipline assignment:

- BA in Photography, Art Center College of Design
- 11 years of experience as a Photographer

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

**Commercial Photography**

- Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent

**Photographic Technology**

- Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent



## HUMAN RESOURCES OFFICE

Date: September 21, 2015  
To: Rebecca Eikey  
President, Academic Senate  
From: Christine Lopez  
Human Resources Technician III  
CC: Christina Chung  
Director, Human Resources  
Subject: Discipline Assignment – Erika Torgeson

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The following information is provided for discipline assignment:

**Erika Torgeson**

Ms. Torgeson has been hired as a Counselor effective start date July 27, 2015. The following is provided for discipline assignment:

- MS in Educational Counseling, University of La Verne
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It would appear that Ms. Torgeson qualifies for the discipline(s) of:

- Counseling

## HUMAN RESOURCES OFFICE

Date: September 21, 2015

To: Rebecca Eikey  
President, Academic Senate

From: Christine Lopez  
Human Resources Technician III

CC: Christina Chung  
Director, Human Resources

Subject: Discipline Assignment – Consuelo Beecher

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The following information is provided for discipline assignment:

**Consuelo Beecher**

Ms. Beecher has been hired as a Chemistry Instructor, effective start date August 14<sup>th</sup> 2015. The following is provided for discipline assignment:

- BS in Chemistry, California State University, San Bernardino
- MS in Analytical Chemistry, California State University, Riverside
- PhD in Analytical Chemistry, California State University, Riverside

It would appear that Ms. Beecher qualifies for the discipline(s) of:

- Chemistry

## HUMAN RESOURCES OFFICE

Date: September 21, 2015  
To: Rebecca Eikey  
President, Academic Senate  
From: Christine Lopez  
Human Resources Technician III  
CC: Christina Chung  
Director, Human Resources  
Subject: Discipline Assignment – Jason Oliver

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The following information is provided for discipline assignment:

**Jason Oliver**

Mr. Oliver has been hired as Architecture Instructor, effective start date August 14<sup>th</sup> 2015. The following is provided for discipline assignment:

- Bachelor in Environmental Design, University of Colorado, Boulder
- Master of Architecture, University of Colorado, Denver
- 2+ years' experience

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

- Architecture

## HUMAN RESOURCES OFFICE

Date: September 22, 2015

To: Rebecca Eikey  
President, Academic Senate

From: Linda Clark  
Senior Human Resources Generalist (Faculty)

CC: Christina Chung  
Director, Human Resources

Subject: Discipline Assignment – Mary Manuel

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The following information is provided for discipline assignment:

### **Mary Manuel**

Ms. Manuel has been hired as the Director, Student Health and Wellness, effective start date April 13, 2014. The following is provided for discipline assignment:

- BS in Nursing, University of Phoenix
- MS in Nursing, University of Phoenix
- 28 years of Nursing experience
- Valid California Nurse Practitioner License
- National Certificate as a Women's Health Care Nurse Practitioner

### • Nursing

Master's degree in nursing OR bachelor's degree in nursing AND master's degree in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher.

### • Nursing Science/Clinical Practice

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

### • Health

Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, or nutrition OR bachelor's degree in any of the above AND master's degree in public health, or any biological science OR the equivalent.

### • Health Services Director/Coordinator/College Nurse

§53411. Minimum Qualifications for Health Services Professionals.

(a) The minimum qualifications for a health services professional with overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following:

(1) a master's degree in nursing and a California Public Health Nurse certificate; or

(2) a bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87003 and 87356, Education Code.

• Health and Safety; Noncredit

For a noncredit course in health and safety, a bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; or an associate degree in any of those subjects, and four years of professional experience related to the subject of the course taught.

It would appear that Ms. Manuel qualifies for the discipline(s) of:

- Nursing
- Nursing Science/Clinical Practice
- Health
- Health Services Director/Coordinator/College Nurse
- Health and Safety; Noncredit