

We are 10+1

Academic Senate for College of the Canyons
September 24, 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 10, 2015 (pg. 3)
 - b) Curriculum Summary: September 17, 2015 (pg. 6)
4. Academic Senate President's Report – Rebecca Eikey
5. Academic Senate Vice President's Report- VACANT

B. Committee Report

1. Civic Engagement – Patty Robinson

C. Unfinished Business

1. Local Graduation Requirements
2. Adjunct Minimum Qualification Memo sheets

D. Discussion Items

1. Academic Hiring Procedures for Adjunct Positions – HR, Diane Fiero (pg.8)
2. Policy changes related to Federal Law regarding Sexual Assault – David Andrus and Mike Wilding

<http://www.canyons.edu/Offices/AcademicSenate/Documents/Policy%20Review%20924.pdf>

3. AAC&U HIPs & Principles of Excellence –
<http://www.canyons.edu/Offices/AcademicSenate/Documents/Principles%20of%20Excellence%20and%20HIP%20tables.pdf>
4. BONH 330 Key access

E. Action Items

1. BSI -

<http://www.canyons.edu/Offices/AcademicSenate/Documents/BSI%202015.pdf>

2. Approval of Discipline assignments
3. Curriculum Committee Procedures -

<http://www.canyons.edu/Offices/AcademicSenate/Documents/Curriculum%20Committee%20Procedures%20revised%209-8-15.pdf>

4. Approval of department chair, Jeff Baker (replacing David Brill)
5. Approval of department chair, Susan Hinshaw (replacing Paul Wickline)
6. Approval of Tracey Sherard as Senator for Humanities (replacing Andy McCutcheon)
7. Approval of discipline assignments for the following:
 - Tammera Stokes Rice, Communication Studies & Speech Communication

At **COC**, those matters in which the Board of Trustees will **rely primarily** on the advice and judgment of the Academic Senate are:

1. The development of curriculum, including the establishment of prerequisites and planning of course disciplines
2. The determination of degree and certificate requirements
3. The establishment and review of grading policies
4. The establishment of standards and policies regarding student preparation and success
5. The appointment of faculty members to District and College committees
6. The development of processes for program review.

At **COC**, those matters in which the Board of Trustees and the Senate obligate themselves to reach **mutual agreement** resulting in written resolution, regulations or policy are:

7. The development of new educational programs
8. District governance processes (except 5 above)
9. The delineation of faculty roles and involvement in accreditation processes
10. The determination of processes to be utilized in institutional planning and budgeting and
11. Other academic and professional matters.

- Mary Powell, English, Noncredit Basic Skills Reading, Noncredit Basic Skills Writing, Noncredit Basic Skills Mathematics and Noncredit Interdisciplinary Basic Skills
- Sarah Etheridge-Criswell, Anthropology
- Dr. Tricia George, English, Noncredit Basic Skills Reading & Noncredit Basic Skills Writing
- Kathryn Coleman, Sociology
- Benjamin Riveira, Computer Science
- Nancy Medina, Counseling
- Singhi Rajan, Counseling
- Angela Harris, Counseling
- Thomas (Sonny) Requejo, Counseling
- Alexandra Dimakos, English, Noncredit Basic Skills Reading, Noncredit Basic Skills Writing
- Patricia Garcia, Counseling
- Erin Delaney, English, Noncredit Basic Skills Reading, Noncredit Basic Skills Writing

8. Approval of College-wide Committees appointments, and additional Collegial Consultation Committees -

<http://www.canyons.edu/Offices/AcademicSenate/Pages/Committees.aspx>

Approval of College-Wide committee appointments, Rick Howe as Co-Chair for Technology committee

Institutional Effectiveness and Inclusive Excellence (IE)2	Garrett Hooper	Michael Wilding, VP Student Services
	Albert Loaiza	Audrey Green, Associate VP Academic Affairs
	Brent Riffel	Daylene Meuschke, Dean Institutional Research
	VACANT	
	Ron Drieling	
	Chelley Maple	
	Rebecca Eikey	

F. Reports

- Schools

G. Announcements

- Strengthening Students Success 2015: Looking back, looking forward, Oct. 7-9 Oakland Marriott
- Area C Meeting, October 24th 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
- 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 Mary 6-7 TBD
- Scholarly Presentation in Fall November 19th

H. Adjournment

The next Senate meeting will take place on **October 8, 2015.**

As always everyone is welcomed.

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

Summary of the Academic Senate Meeting September 10, 2015

Attendance: Rebecca Eikey, David Andrus, Amy Shennum, Ann Lowe, Garrett Hooper, Lee Hilliard, Galeen Roe, Diane Fiero, Jennifer Brezina, Mike Wilding, Wendy Brill, Regina Blasberg, Philip Marcellin, Andy McCutcheon, Mike Sherry, Dennee Pescarmona, Dr. Jerry Buckley, Michelle Jenkins, Diane Baker, Tracey Sherard, Brittany Applen, Benjamin Riveira, Bob Maxwell, Ron Karlin, Kimberly Bonfiglio, Jason Burgdofer, Ali Naddafpour, ASG trustee and Micah Young

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the agenda: Motion David Andrus, seconded Ann Lowe. Unanimous. Approved.
3. Approval of the consent calendar: Ann Lowe had some modifications for the Curriculum Committee membership list that we will address when we get to her report. Motion Ann Lowe, seconded by Philip Marcellin. Unanimous. Approved.
4. Academic Senate President's Report, Rebecca Eikey
 - ✓ Rebecca stated that we can change the format for President's report on the agenda if all would prefer that.
 - ✓ We are now 10+1 and that will be on our Agenda. We are all the Academic Senate. A logo is being designed. If you have any ideas for a logo please let Rebecca know.
 - ✓ Rebecca suggested some FLEX sessions on what the procedures are for Senate and what Senate does. We currently have lots of procedures that need to be revised. Senate by-laws for one.
 - ✓ Currently the new faculty are in temporary offices.
 - ✓ There have been department chair resignations and the procedures were not followed. Rebecca stated she herself had forgotten that when she asked Heidi McMahon to be department chair for Chemistry when Rebecca stepped in for Senate President. We need to look into that.
 - ✓ Rebecca stated that we have an Executive committee for the Academic Senate. They will take place on the second Thursday of the month right after Senate. They will meet on a regular basis. This is a chance to let chairs talk and expand their roles.

B. Committee Report

1. Curriculum – Ann Lowe

Ann spoke about the Curriculum's first meeting. There were no changes. She gave a brief summary on the work the Committee has done and as we can see from the paperwork on page 7 a lot has been done.

C. Unfinished Business

1. Local Graduation Requirements
2. Adjunct Minimum Qualifications
3. Academic Hiring Procedures for Adjunct Positions – HR

D. Discussion Items

1. Replacement of VP of Academic Senate – Rebecca Eikey

The Senators discussed how we wanted to proceed in replacing the Vice President of Academic Senate. Did we want to have an election, give authority to President to appoint or what did we want to do. The senators agreed to have an election. Mike Sherry our chair for the elections committee will be sending out a notice for nomination. Questions were asked as to what the responsibilities for the VP are. There is no release time. The president is given 50% release time and they can use it all or give some to the VP. David said when he was VP Edel had done that, but in the end she needed it all. The VP would meet with the President and Lita one day a week to go over what will be on the agenda and any other events the president has. Motion to affirm we have a vacancy David Andrus, seconded Ann Lowe. Unanimous. Approved. To move forward with an election for VP for Senate. Motion David Andrus, seconded Wendy Brill. Unanimous. Approved. Rebecca wanted to affirm that this is serious that we need to get a VP. She has some conferences she will have to attend and they are on the same days as the Senate. Without a VP we may have to cancel the meetings. We need a solution.

2. BSI Action Plan – Denee Pescarmona

Denee went over the BSI Plan and any changes that have happened. A lot will be familiar. Rebecca Eikey, Garrett Hooper and Chris Blakey attended the conference. There will be a STEM event here at COC next Friday. She said the Equity and Basic Skills share populations. Next coming to Senate will be the 3SP and Equity. How many students you have enrolled determines your allocation. Small colleges get \$90,000.00 and large colleges get more. P2 second apportionment period. P1 near end fall mid spring. There were no questions for Denee. This will come back as an Action Item.

3. Consideration of COCFA and Academic Senate Joint Resolution on Nepotism

There was a lengthy discussion on Nepotism. Garrett Hooper spoke on the speech he had presented to the Board on August 12, 2015. This was published in the local newspaper The-Signal. Both of these articles are published on the Senate agenda for today's discussion. A joint resolution is being asked by COCFA and the Senate on this matter. Diane Fiero, HR spoke on Nepotism and the reasoning of changing language in the resolution. This would affect 138 individuals here at COC who have relatives working here. A questions was how this would affect these individuals and Diane Fiero stated perception is important this could result in a negative perception. A question was asked if Adam Wilding had been interviewed and Diane Fiero said yes by Albert Loaiza and Garrett Hooper says no that is not true he was not interviewed. A question was asked if there was a better way. Maybe a joint committee with COCFA should be visited. It was stated that a larger value discussion. Policy has generated the

discussion Nepotism. Influencing the job. Where do they fall institutional? Nepotism is legal, but frowned upon. It was stated that HR does a lot of hiring and is very good about making sure relatives do not participate in the hire process. Litigation is open. No legal required for temporary positions. They get 1000 a year or 195 days. A question was asked about salary. Do they have to apply again once the year is up? A question on discrimination came up. Don't give them advantage. Strike that balance so you don't have a loose policy, balance of interest. What is the effect of something allowed? A question was asked was this a new position. No the person who was in this position left to take the position in the PE department replacement for Penny who retired. Garrett stated that the previous assistant was working 30 hours a week and getting \$10.50 an hour. It was suggested a committee with COCFA and take this back to the divisions/schools. Further faculty want an investigation.

E. Action Items

1. Approval of VP vacancy. Motion David Andrus, seconded Ann Lowe. Unanimous. Approved.
2. Approval of Replacement plan for VP vacancy. Motion David Andrus, seconded Ann Lowe. Unanimous. Approved.
3. Spring calendar Senate and Curriculum. Motion Ann Lowe, seconded Garrett Hooper. Unanimous. Approved.
4. Approval of discipline assignments for Graciela Martinez and Mary Manuel. Motion Andy McCutcheon, seconded Ann Lowe. Unanimous. Approved.
5. Emeriti Status for Dennis Bauwens. Bob Maxwell nominated Dennis for Emeriti status. Motion Bob Maxwell, seconded Ali Naddafpour. Unanimous. Approved.
6. Approval for Albert Loaiza as department chair for Counseling. Motion Garrett Hooper, seconded Wendy Brill. Unanimous. Approved.
7. Approval for Heidi McMahon as department chair for Chemistry. Motion Ann Lowe, seconded Amy Shennum. Unanimous. Approved.
8. Approval of Ron Karlin as Senator for Learning Resources. Motion Andy McCutcheon, seconded Amy Shennum. Unanimous. Approved.
9. Approval of committee assignments. Motion Ann Lowe, seconded David Andrus. Unanimous. Approved.
10. Approval of Lisa Hooper as co-chair for Curriculum. Motion Regina Blasberg, seconded Ann Lowe. Unanimous. Approved.
11. Approval of Formation of Program Viability Committee (IRDC) move to standing committee. This will come back a vote.

Adjourned: 4:35 p.m.

CURRICULUM COMMITTEE SUMMARY

September 17th, 2015

3:00 pm– 5:00 pm

BONH-330

Members present: Backes, Patrick – Curriculum & Articulation Coordinator; Barnhouse, Erin – Learning Resources; Bates, Mary – Math, Sciences & and Health Professions; 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; Ruys, Jasmine – Director Admissions and Records; Solomon, Diane – Student Services

Members absent: Brill, David – Visual & Performing Arts; Stephens, Cindy – Member at Large

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
NANO	010	Introduction to Nanotechnology	Course will no longer be offered.	D. Martione	Fall 2016
NURSNG	242	Critical Care Nursing II	Course will no longer be offered.	A. Lowe	Fall 2016
NURSNG	244	Emergency Room Nursing	Course will no longer be offered.	A. Lowe	Fall 2016
SHARP	101	Introduction to Healthy Aging	Course will be moving to Community Education effective Fall 2016	A. Marengo	Fall 2016
SHARP	102	Health Promotion: Behavior Change Theories and Practices	Course will be moving to Community Education effective Fall 2016	A. Marengo	Fall 2016
SHARP	103	Health Promotion: Program Implementation	Course will be moving to Community Education effective Fall 2016	A. Marengo	Fall 2016
SHARP	104	Health Promotion: Fieldwork Practicum	Course will be moving to Community Education effective Fall 2016	A. Marengo	Fall 2016

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
CULARTS	134	ICuE Café Production	Revised description, objectives and content, updated textbook. Changed prerequisite to CULARTS-123 (formerly CULARTS-132).	C. Schwabe	Fall 2016
HLHSCI	149	Nutrition for Fitness and Balanced Living	Revised content and updated textbooks.	S. Zach	Fall 2016
MEA	118	Introduction – 2D Digital Animation	Changed title (formerly “Interactive 2D Animation”), changed to 3 units (formerly 2 units). Revised objectives and content, updated textbooks.	J. Baker	Fall 2016

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Animation Production	A.A. Degree	Total required units increased to 30.5 (formerly 29.5) due to increase in units for MEA-118.	J. Zahar	Fall 2016
Animation Production	Certificate of Achievement	Total required units increased to 15 (formerly 14) due to increase in units for MEA-118.	J. Zahar	Fall 2016
Computer Animation	A.A. Degree	Total required units increased to 33.5 – 34.5 (formerly 32.5-33.5) due to increase in units for MEA-118.	J. Zahar	Fall 2016
Computer Animation	Certificate of Achievement	Total required units increased to 18 (formerly 17) due to increase in units for MEA-118.	J. Zahar	Fall 2016

-Motion to approve all Consent Calendar Items on the September 17th, 2015 Curriculum Committee Agenda; Motion by Julie Jacobson, second by Saburo Matsumoto. All in favor: Unanimous.

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
ID	117	Lighting Design	3 units, 36 hours lecture and 54 hours lab, new SLO's (3), new prerequisite of ARCHT-110 or ID-110.	D. Hinarach	Fall 2016
ID	211	Advanced Kitchen and Bath Design	3 units, 36 hours lecture and 54 hours lab, new SLO's (2), new prerequisites of ARCHT-160, ID-111, ID-113, and ID-117	D. Hinarach	Fall 2016

-Motion to approve ID-117 & ID-211: Motion by Julie Jacobson, second by Diane Solomon. All in favor: Unanimous.

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Interior Design	A.S. Degree	Total required units increased to 48 (formerly 40). Revised program outline, added ID-117 and 211.	D. Hinarach	Fall 2016
Interior Design	Certificate of Achievement	Total required units increased to 40 (formerly 34). Revised program outline, added ID-117 and 211.	D. Hinarach	Fall 2016
Interior Design – Home Staging	Certificate of Specialization	Total required units increased to 14.5 (formerly 13.5). Revised program outline.	D. Hinarach	Fall 2016
Interior Design – Merchandising	Certificate of Achievement	Total required units increased to 23 (formerly 21). Revised program outline.	D. Hinarach	Fall 2016
Interior Design – Set Decorator for TV and Film	Certificate of Specialization	Total required units increased to 17 (formerly 16). Revised program outline.	D. Hinarach	Fall 2016

-Motion to approve the Interior Design Program Modifications: Motion by Anne Marenco, second by Rhonda Hyatt. All in favor: Unanimous.

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
CULARTS	134	ICuE Café Production	Changed prerequisite to CULARTS-123 (formerly CULARTS-132).	C. Schwenne
ID	211	Advanced Kitchen and Bath Design	New prerequisites of ARCHT-160, ID-111, ID-113, and ID-117	D. Hinarach

Discussion Items:

1. Curriculum Committee Handbook. The revisions to the curriculum approval steps section of the handbook were reviewed and revised. A motion was made by Diane Solomon to approve the revised Curriculum Committee Handbook, second by Mary Bates, all attendees present were in favor of the motion.

New Courses Includes ISA's	2	Modified Non Credit Courses	-0-	Modified Prerequisites	1
New Programs	-0-	New DLA's	-0-	Deleted Courses	7
Modified Courses	3	New SLO's	5	Deleted Programs	-0-
Modified Programs	9	Modified SLO's	-0-	Proposals Reviewed in Technical Review Session	15
New Non Credit Courses	-0-	New Prerequisites	4	Proposals Returned from Technical Review Session	5



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

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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
- Three professional letters of reference 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.

scripts, “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.

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, Distace-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 tran-

Discussion Item 3

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?

HUMAN RESOURCES OFFICE

Date: September 10, 2015

To: Rebecca Eikey
President, Academic Senate

From: Linda Clark
Senior Human Resources Generalist (Faculty)

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Tamera Stokes Rice

The following information is provided for discipline assignment:

Tamera Stokes Rice

Ms. Stokes Rice has been hired as a Communication Studies Instructor, effective start date August 14, 2015. The following is provided for discipline assignment:

- PhD in Human Science, Saybrook University
- MA in Communication Studies, California State University, Northridge
- BA in Dance, Southwest Missouri State University
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It would appear that Ms. Stokes Rice qualifies for the discipline(s) of:

- Communication Studies
- Speech Communication

HUMAN RESOURCES OFFICE

Date: September 10, 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 Powell

The following information is provided for discipline assignment:

Mary Powell

Ms. Powell has been hired as an English Instructor, effective start date August 14, 2015. The following is provided for discipline assignment:

- MA in English, Claremont Graduate University
- BA in Mathematics and English, The Master's College

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

- English
- Noncredit Basic Skills Reading
- Noncredit Basic Skills Writing
- Noncredit Basic Skills Mathematics
- Noncredit Interdisciplinary Basic Skills

HUMAN RESOURCES OFFICE

Date: September 10, 2015
To: Rebecca Eikey
President, Academic Senate
From: Linda Clark
Senior Human Resources Generalist (Faculty)
CC: Christina Chung
Director, Human Resources
Subject: Discipline Assignment – Sarah Etheridge-Criswell

The following information is provided for discipline assignment:

Sarah Etheridge-Criswell

Ms. Etheridge-Criswell has been hired as an Anthropology Instructor, effective start date August 14, 2015. The following is provided for discipline assignment:

- MA in Anthropology, California State University, Fullerton
- BA in Political Science and Anthropology, Texas A&M University

It would appear that Ms. Etheridge-Criswell qualifies for the discipline(s) of:

- Anthropology

HUMAN RESOURCES OFFICE

Date: September 10, 2015

To: Rebecca Eikey
President, Academic Senate

From: Linda Clark
Senior Human Resources Generalist (Faculty)

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Dr. Tricia George

The following information is provided for discipline assignment:

Dr. Tricia George

Dr. George has been hired as an English Instructor, effective start date August 14, 2015. The following is provided for discipline assignment:

- PhD in English, The University of Tennessee Knoxville
- MA in English, University of Illinois at Chicago
- BS in Industrial Engineering, Northwestern University

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

- English
- Noncredit Basic Skills Reading
- Noncredit Basic Skills Writing

HUMAN RESOURES OFFICE

Date: September 10, 2015

To: Rebecca Eikey
President, Academic Senate

From: Linda Clark
Senior Human Resources Generalist (Faculty)

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Kathryn Coleman

The following information is provided for discipline assignment:

Kathryn Coleman

Ms. Coleman has been hired as a Sociology Instructor, effective start date August 14, 2015. The following is provided for discipline assignment:

- MA in Sociology, California State University, Northridge
- BA in Sociology, University of California, Santa Barbara

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

- Sociology

HUMAN RESOURCES OFFICE

Date: September 2, 2015

To: Rebecca Eikey
President, Academic Senate

From: Christine Lopez
Human Resources Technician III

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Benjamin Riveira

The following information is provided for discipline assignment:

Benjamin Riveira

Mr. Riveira has been hired as a Computer Science Instructor, effective start date August 14th 2015. The following is provided for discipline assignment:

- BS in Computer Science, California State University, Northridge
- MS in Computer Science, California State University, Northridge

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

- Computer Science

HUMAN RESOURCES OFFICE

Date: September 2, 2015
To: Rebecca Eikey
President, Academic Senate
From: Christine Lopez
Human Resources Technician III
CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Nancy Medina

The following information is provided for discipline assignment:

Nancy Medina

Ms. Medina has been hired as a Counselor – Foster Youth (Financial Aid), effective start date August 10th 2015.
The following is provided for discipline assignment:

- MS in Counseling, California State University, Northridge

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

- Counseling

HUMAN RESOURCES OFFICE

Date: September 2, 2015

To: Rebecca Eikey
President, Academic Senate

From: Christine Lopez
Human Resources Technician III

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Singhi Rajan

The following information is provided for discipline assignment:

Singhi Rajan

Ms. Rajan has been hired as a Counselor effective start date July 9, 2015. The following is provided for discipline assignment:

- BS in Social Work, California State University, San Bernardino
- MS in Social Work, California State University, San Bernardino

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

- Counseling

HUMAN RESOURCES OFFICE

Date: September 2, 2015
To: Rebecca Eikey
President, Academic Senate
From: Christine Lopez
Human Resources Technician III
CC: Christina Chung
Director, Human Resources
Subject: Discipline Assignment – Angela Harris

The following information is provided for discipline assignment:

Angela Harris

Ms. Harris has been hired as a Counselor (Financial Aid) (60%) effective start date July 1, 2015. The following is provided for discipline assignment:

- MS in Counseling & Guidance, California State University, Northridge

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

- Counseling

HUMAN RESOURCES OFFICE

Date: September 2, 2015

To: Rebecca Eikey
President, Academic Senate

From: Christine Lopez
Human Resources Technician III

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Thomas (Sonny) Requejo

The following information is provided for discipline assignment:

Thomas (Sonny) Requejo

Mr. Requejo has been hired as a Counselor (Online Services) effective start date July 10, 2015. The following is provided for discipline assignment:

- MS in Counseling, California State University, Fresno

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

- Counseling

HUMAN RESOURCES OFFICE

Date: September 10, 2015

To: Rebecca Eikey
President, Academic Senate

From: Linda Clark
Senior Human Resources Generalist (Faculty)

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Alexandra Dimakos

The following information is provided for discipline assignment:

Alexandra Dimakos

Ms. Dimakos has been hired as an English Instructor, effective start date August 14, 2015. The following is provided for discipline assignment:

- MA in English, California State University, Northridge
- BA in English, University of California, Los Angeles

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

- English
- Noncredit Basic Skills Reading
- Noncredit Basic Skills Writing

HUMAN RESOURCES OFFICE

Date: September 2, 2015

To: Rebecca Eikey
President, Academic Senate

From: Christine Lopez
Human Resources Technician III

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Patricia Garcia

The following information is provided for discipline assignment:

Patricia Garcia

Ms. Garcia has been hired as a Counselor effective start date August 10th 2015. The following is provided for discipline assignment:

- BA in Latin American Studies, University of California, Los Angeles
- MS in Counseling & Guidance, California Lutheran University

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

- Counseling

HUMAN RESOURCES OFFICE

Date: September 10, 2015

To: Rebecca Eikey
President, Academic Senate

From: Linda Clark
Senior Human Resources Generalist (Faculty)

CC: Christina Chung
Director, Human Resources

Subject: Discipline Assignment – Erin Delaney

The following information is provided for discipline assignment:

Erin Delaney

Ms. Delaney has been hired as an English Instructor, effective start date August 14, 2015. The following is provided for discipline assignment:

- MA in English, California State University, Northridge
- BA Honors in English, California State University, Northridge
-

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

- English
- Noncredit Basic Skills Reading
- Noncredit Basic Skills Writing