



Academic Senate for College of the Canyons
April 21, 2016 3:00 p.m. to 4:50 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: March 24, 2016 (pg. 3)
 - b) Curriculum Summary: March 31, 2016 and April 14, 2016 (pg. 9 and pg. 12)
4. Academic Senate President's Report, David Andrus
5. Academic Senate Vice President's Report, Teresa Ciardi

B. Committee Report

1. Ad Hoc Full-time Faculty Office Committee , Michael Dermody

C. New Future Business

1. Revising Hiring Policies for Full-Time Faculty

D. Unfinished Business

1. Local Graduation Requirements
2. High Impact Practices – Principles of Excellence
3. Consideration of Resolution on Nepotism and/or Ethical Hiring Practices
4. Faculty Climate Survey
5. Professional Development Connected to Ed Code – in Faculty Professional Development Committee
6. Program Viability and Departments

E. Discussion Items

1. Senators Report:
 - Revisions of Online Teaching Requirements (pg. 14)
 - Revised Institutional Learning Outcomes quick reference (pg. 16)
<http://www.canyons.edu/Committees/CASL/Pages/ILO-Summary.aspx>
2. Prioritize Request for use of BONH 330, Teresa Ciardi (pg. 18)
3. OER Resolution, Kimberly Bonfiglio and Thea Alvarado (pg. 19)
4. Professional Development FLEX calendar of activities, Teresa Ciardi (pg.20)
5. Diversity Requirement

F. Action Items

1. Department Chair Election Results (pg. 26)
2. Elections results for Senators (pg. 29)
3. Ed Tech Committee
 - Andrew Jones-Cathcart, Faculty Co-Chair, Phylise Smith, Kelly Burke, Diane Sionko and Regina Blasberg
4. Adjunct representative for Curriculum, Rebekah Villafana
5. BP 6750 and AP 6750 Vehicles, Parking and Traffic (pg. 30)

6. BP 5533 Grade Review (pg. 34)

G. Special Presentation by Dr. Van Hook, Bond Measure

For more information on Measure E please click the link below:

<http://www.canyons.edu/Offices/PIO/Pages/Information.aspx>

H. Announcements

- IEPI Workshop Information: <http://www3.canyons.edu/Offices/IEPI/workshops.html> and <http://extranet.cccco.edu/Divisions/InstitutionalEffectiveness.aspx>
- Task Force on workforce, Job Creation and Strong Economy: <http://www.cccconfer.org/GoToMeeting?SeriesID=a01d362c-6464-4a5d-ab38-5f7b4793265d>
- Spring Plenary Session April 20-23, Sacramento Convention Center
- Career Technical Education Leadership Institute May 6-7, Double Tree Hilton-Anaheim
- Faculty Leadership Institute June 9-11, Mission Inn, Riverside
- Curriculum Institute July 7-9, Double Tree Hilton, Anaheim
- Academic Senate Retreat, August 25, 2016, 3:00 p.m. to 4:30 p.m. BONH 330

I. Adjournment

The next Senate Meeting will take place on **May 5, 2016**.

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 March 24, 2016

Voting Members					
Senate President	Rebecca Eikey	X	SBS Senator	Victoria Leonard	A
Vice President	Teresa Ciardi	X	Business Senator	Bob Maxwell	A
Immediate Past President	VACANT		Learning Resources Senator	Ron Karlin	X
Curriculum Chair	Ann Lowe	X	At Large Senator	Diane Baker	A
Policy Review Chair	David Andrus	X	At Large Senator	Lee Hilliard	X
AT Senator	Regina Blasberg	X	At Large Senator	Deanna Riviera	X
MSHP Senators	Amy Shennum,	X	At Large Senator	Michael Sherry	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Valerie Malinoski	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Kimberly Bonfiglio	X
Humanities Senator	Tracey Sherard	X	Adjunct Senator	Thea Alvarado	X
Kinesiology/Athletics Senator	Philip Marcellin	A	Adjunct Senator	Noemi Beck-Wegner	X

Dr. Jerry Buckley	X
Lita Wangen	X
Amy Foote	A
Dr. Michael Wilding	X
ASG Representative, Areen Haque	

Guests

Lisa Hooper, Ruth Rassool, Pamela Williams-Paez, Jason Burdgofer, Barry Gribbons, Diane Fiero, Leslie Carr, Brian Weston, Daylene Meuschke

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the Agenda: A motion was made to amend the agenda to shift the Action Items to the top of the agenda after the Presidents report and add three Program Viability Committee reports (Biology AS-T, Business AS-T and Non-credit Math) to Action Items. These changes were made so that we have our quorum. Motion to amend the agenda, Deanna Riviera, seconded Ann Lowe. A motion to approve the amended agenda David Andrus, seconded Ann Lowe. Unanimous. Approved
3. Approval of the Consent Calendar:
A motion was made to modify the summary on Discussion Item 3, Diversity Requirement so that the report from School of Business indicates they were in favor of removing the Diversity Requirement. Motion by Wendy Brill-Wynkoop, seconded by Ann Lowe. Unanimous. Approved. Another motion was made to approve the modified Consent Calendar. Motion Ann Lowe, seconded Ron Karlin. Unanimous. Approved.
4. Academic Senate President's Report, Rebecca Eikey
 - A Conversation on Campus, A Plan by Barry Gribbons, regarding the incident on campus will be held on March 25, 2016 at 10:30 a.m. and 3:00 p.m.
 - There is an Area C meeting coming up April 2, 2016. There is a link on the senate website of the resolutions that will be discussed. Here are some of the resolutions:
 - Mentoring Programs for Part-Time Faculty,
 - Diversifying Faculty to Enhance Student success,
 - Costs Associated with Prior Military Experience credit,
 - Adopt the Paper Ensuring Effective Curriculum approval Processes: A Guide for Local Senates.
 - Develop a Paper on Effective Practices for Education Program Development
 - Criteria for Recording Low-Unit Certificates on Student Transcripts
 - Flexibility in Awarding Unit Credit for Cooperative Work Experience
 - Modify Regulations on Certificates of Achievement for Greater Access to Federal Financial Aid
 - Student Learning Outcomes Assessment is a curricular Matter
 - Guidance on using Noncredit Courses as Prerequisites and Co-requisites for Credit Courses
 - Adopt the Paper Equivalence to the Minimum Qualifications
 - Update the 2008 Technology Paper
 - Develop Retesting Guidelines for the Common Assessment
 - Support for Faculty Open Education Resources Coordinators
5. Academic Senate Vice President's Report Teresa Ciardi. N/A

B. Action Items

1. Approval of discipline assignment for:
 - William Macpherson, Music
 - Thomas Vessella Construction Management and Construction Technology

Motion to approve Teresa Ciardi, seconded Ann Lowe. Unanimous. Approved
2. Diversity Requirement was pulled from the Action items so that more discussion in the Schools could happen.
3. Election Results: Academic Senate President Rebecca Eikey and Vice President Teresa Ciardi. Motion to approve Ron Karlin, seconded Amy Shennum. Rebecca and Teresa abstaining. Unanimous Approved
NOTE: Due to last minute changes in the election results for 2016 Department Chairs this Action Item was tabled.
4. Professional Development Hours (FLEX Credit) shall be granted for CTE Advisory Board Meetings and Nursing in-service hospital training in order to follow Ed Code, Section 87153(c): "In service training for vocational education and employment preparation programs." It is recommended that the Faculty Professional Development Committee recognize these trainings as Professional Development and award up to the maximum allowable hours. Motion to approve Lee Hilliard, seconded Amy Shennum. Unanimous. Approved
5. Tenure committee for William Macpherson. Bernardo Feldman, Committee Chair, Robert Dos Remedios, Peer Evaluator and Carmen Dominguez, Administrator. Motion to approve Garrett Hooper, seconded Ron Karlin. Unanimous. Approved
6. Ad Hoc Committee report for the Program Viability Business Administration associate for transfer, Biology for transfer, and the noncredit Arithmetic. Motion to approve Ann Lowe, seconded Garrett Hooper. Unanimous. Approved

C. Committee Report

1. Standards and Practices, Ann Lowe
 The committee is focusing on syllabus project. The committee hopes to bring to the senate for discussion the recommendation for the faculty as to how to proceed with this.

SYLLABUS PROJECT

Task: Create syllabi and a system of storage that allows the college to meet accreditation standards.

Standard

II.A.3 *The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline. (So what is in CurricUNET needs to be in the syllabus)*

II.A.5 *The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution*

describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus (We also have to identify our syllabi by sections so that we can verify this information, because this is part of accreditation).

http://www.accjc.org/wp-content/uploads/2015/01/Accreditation_Standards_Adopted_June_2014_Annotated_with_Policies_and_Regulations_Dec_18_2014.pdf

Actionable Improvement Plan to Address Deficiencies in the Standard:

In order to ensure that every student receives clear and accurate information with specific learning outcomes, consistent with the College's officially approved course outline of record, the College will implement a system for reviewing and storing accurate syllabi for every class. (This was generated by the faculty when we were asked to find evidence that we were indeed meeting the standards)

Purpose of the syllabus: The syllabus is a description and plan for a course and should facilitate student learning.

The syllabus functions as a major communication device that provides details of how student learning will be assessed and about the roles of both student and instructors in the learning and assessment process.

Habaneck DV. An examination of the integrity of the syllabus. Col Teach. 2005;53:62–4.

There are a number of common elements found in syllabi, which provide a learning framework for students. The committee is working on recommendations for the Senate to discuss

Important considerations:

- Tone: use the syllabus to help create the learning environment.
- Language: accessible and inclusive

D. New Future Business

1. Bond Measure for infra-structure for both Valencia and Canyon Country Campus

E. Unfinished Business

1. Local Graduation Requirements
2. High Impact Practices – Principles of Excellence
3. Consideration of Resolution on Nepotism and /or Ethical Hiring practices
4. Faculty Climate Survey

F. Discussion items

1. Revisions of Online Teaching Requirements.

A question was asked about who would be keeping track of all of this information. Brian Weston said there is a new system coming into place that will help with this. Leslie Carr stated that they have a very detailed spread sheet of the current tracking and did not feel this would be a problem to keep track of. This will be taken back to the schools for discussion and then will return as a Discussion Item.

2. Professional Development, Teresa Ciardi

Teresa went over types of activities considered Professional Development. She and Rebecca attached some examples in terms of what are other responsibilities that could be included as Professional Development according to Title V and Ed. Code. Teresa would like the faculty's thoughts to make sure that Professional Development policies and procedures are in line with Ed Code and that we are recognizing additional work faculty do. We had a discussion on Ed Code Section 87150-87154 and it was recommended that Ed Code trumps faculty contracts. The Senate recommended that the faculty Professional Development Committee take the Professional Development contacted to Ed. Code by Contra Costa College and modify it to reflect College of the Canyons Professional Development activities.

3. Senators Report on Institutional Learning Outcomes:

- Fine Arts, Wendy Brill-Wynkoop, the school did not have a discussion
- Business, no information
- SSB, David Andrus, no discussion in School
- Applied Tech, Regina Blasberg, no discussion in School
- Humanities, Tracey Sherard, the School did not get to discuss them
- Counseling, Garrett Hooper, the School did not get to this
- MSHP, Rebecca Eikey, they were favorable with ILO's
- Nursing, Ann Lowe, they had no discussion

4. Parking and Traffic, Mike Wilding

Mike went over the policies that he brought to Senate for approval. This policy has never existed. Mike checked throughout the state to see what their policy was on skateboarding. The committee came up with this policy and it was taken to the policy review committee. The policy review committee did not see anything objectable with the policy. The only concern the senators had was it was not clear where they can ride. Mike said they can ride on the street, but not on campus. There needs to be a little more clarification on where the skateboarders can ride and Mike will make that change. The senators did not have anything else so with the changes Mike Wilding makes this item will come back to the Senate as an Action item.

5. Grade Review, Mike Wilding

This policy has been in place for many years. There is a process where a student can dispute a final grade. There is title V language and the policy has worked really well. Last fall they had a student who did not show for their grievance. She did everything she needed to and pushed all the way to this committee and then she did not come. They did not have any policy language to deal with it. There was no guidance as to what should do. So the grade review committee decided to fix this and put language in because as of now this is still in limbo. So what he sent over is the new policy/language what we are reviewing now. This is the work of the committee to fix what we never anticipated would happen. The policy was brought to Senate to change the language as to what to do when a student does not show up for this committee for their meeting. What we have before us is what the committee came up with. David said their suggestion if the student does not show is they have to call let you know they are not coming and have to have a very good reason for the committee to excuse this meeting. This will come back as an Action item for the next meeting.

6. Program Viability and Departments, Rebecca Eikey

What we see here are some proposed changes but, these may not be the only. Rebecca wants to be sure we have a nice established process in place. Rebecca would like to get more of the Senate's full input as to what the process should look like. Is it slowing down the work of the Curriculum that it has to come to Senate first, then once approved go to Curriculum? What is the most effective path for us? Should the Program Viability Committee have a standing member from institutional research on the committee? Would this be useful for the committee to have someone who is familiar with labor market data, knows how to analyze it? It would be nice to have an audit trail so that we could a good sense of when the data is coming forward making sure the institutional research has the data and has their input about the data. The senators had a lengthy discussion on Program Viability with many ideas going forward. We did have one change by Ann Lowe, Nominal Modifications – are non-substantial modifications “something like this would be handled in what has always been our normal process Curriculum committee so that things that are really, truly new and a substantial change end happening in program viability”. We have still more to talk on this. Expect it to return again as Discussion Item.

7. Prioritize Request for use of BONH 330: tabled. This will be on April 21st agenda.

G. **Announcements:** please see the list on the agenda

H. **Adjournment:** 4:52 p.m.

CURRICULUM COMMITTEE SUMMARY

March 31st, 2016

3:00 pm– 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on March 21st, 2016.

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; Hopper, Lisa – Co-Chair, Faculty; 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

Members absent: Adjunct Representative – Vacant; Brill, David – Visual & Performing Arts; Ruys, Jasmine – Director Admissions and Records; Stephens, Cindy – Member at Large

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
GEOL	102	Historical Geology	Changing class size to 24 due to lab stations limitations.	J. Burdette	Summer 2016
THEATR	184B	Rehearsal/Performance (Musical Theatre): Supporting Role	Changed number (formerly THEATR-190). Course was incorrectly labeled on the 3/17/16 summary as formerly being numbered THEATR-190B	P. Wickline/S. Hineshaw	Fall 2016

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
CULARTS	083	Wine and Food Affinities	Course will no longer be offered.	C. Schwabke	Fall 2016
GMD	047	Introduction to Photoshop	Course will no longer be offered.	K. Jenkins	Fall 2016
HIST	170	Economic History of the United States	Course will no longer be offered through the History Department, will still be offered through the Economics Department (ECON-170). HIST-170 will be removed from the History AA & History AA-T degrees, total units required do not change for either degree.	S. Pennington	Fall 2016
HIST	170H	Economic History of the United States – Honors	Course will no longer be offered through the History Department, will still be offered through the Economics Department (ECON-170H). HIST-170H will be removed from the History AA & History AA-T degrees, total units required do not change for either degree.	S. Pennington	Fall 2016

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
ART	115	Art History: U.S. and European Modernism	Revised description, revised SLO , revised objectives and content, updated textbooks. Added DLA.	M. McCaffrey	Fall 2016
BIOSCI	201	Introduction to Human Anatomy	Revised description, revised SLO's (2) , revised objectives and content, updated textbooks. Removed BIOSCI-107/107H prerequisite, added BIOSCI-100/100H as prerequisite. Added eligibility for ENGL-101/101H & MATH-103-104 as recommended preparation.	M. Gohmert	Fall 2016
BIOSCI	202	Introduction to Human Physiology	Revised description, revised SLO's (2) , revised objectives and content, updated textbooks. Removed BIOSCI-107/107H prerequisite, added BIOSCI-100/100H as prerequisite. Added eligibility for ENGL-101/101H & MATH-103-104 as recommended preparation.	M. Gohmert	Fall 2016
BIOSCI	204	Human Anatomy and Physiology I	Revised description, revised SLO's (2) , revised objectives and content, updated textbooks. Removed BIOSCI-107/107H prerequisite, added BIOSCI-100/100H as prerequisite. Added eligibility for ENGL-101/101H & MATH-103-104 as recommended preparation.	R. Rozales	Fall 2016
BIOSCI	205	Human Anatomy and Physiology II	Revised description, revised SLO's (2) , revised objectives and content, updated textbooks.	R. Rozales	Fall 2016
BUS	201	Principles of Accounting I	Revised description, objectives and content, updated textbooks.	R. Maxwell	Fall 2016
BUS	202	Principles of Accounting II	Revised description, objectives and content, updated textbooks.	R. Maxwell	Fall 2016
CHEM	151	Preparatory General Chemistry	Revised objectives and content, updated textbooks.	R. Eisey	Fall 2016
CHEM	151H	Preparatory General Chemistry – Honors	Revised objectives and content, updated textbooks.	R. Eisey	Fall 2016
CINEMA	120	Film Aesthetics	Revised SLO , revised objectives and content, updated textbooks. Added DLA.	G. Peterson	Fall 2016
CINEMA	121	History of American Cinema	Revised description, revised SLO , revised objectives and content, updated textbooks.	G. Peterson	Fall 2016
CINEMA	123	American Cinemas: Crossing Cultures	Revised SLO , revised objectives and content, added textbook.	G. Peterson	Fall 2016
COUNS	111	Introduction to College and Strategies for Success	Revised SLO , revised objectives and content, updated textbook.	D. Solomon	Fall 2016
COUNS	150	Student Success	Revised description, revised SLO , revised objectives and content, updated textbook. Added DLA.	D. Solomon	Fall 2016
CULARTS	134	ICuE Café Production I	Changed title (formerly ICuE Café Production). Revised description, revised SLO's (2) , revised objectives and content.	C. Schwabke	Fall 2016
GEOG	101	Physical Geography	Revised description, revised SLO , revised objectives and content, updated textbooks.	V. DeLobovich	Fall 2016

GEOG	101H	Physical Geography - Honors	Revised description, revised SLO , revised objectives and content, updated textbooks.	H. Bates	Fall 2016
GEOG	104	World Regional Geography	Revised description, revised SLO's (2) , revised objectives and content, updated textbooks. Added DLA.	H. Bates	Fall 2016
GMD	120	History of Graphic Design	Revised SLO , revised content, updated textbook.	K. Jenkins	Fall 2016
NURSNG	089	Success in Fundamental Nursing	Revised description and content, updated textbooks.	A. Vo	Fall 2016
NURSNG	109	Transition into Nursing	Revised description, revised SLO's (2) , revised content, updated textbooks.	T. Mathis	Fall 2016
NURSNG	112	Foundations of Nursing	Revised description and updated textbooks.	A. Vo	Fall 2016
NURSNG	236	Maternal Child Nursing	Revised description and content, updated textbooks.	T. Mathis	Fall 2016
PSYCH	172H	Developmental Psychology – Honors	Revised description, objectives and content, updated textbooks.	T. Mathis	Fall 2016
THEATR	061	Auditioning for Stage, Film and Television	Revised SLO , revised objectives and content, updated textbook. Changed prerequisite of THEATR-140 to recommended preparation.	S. Rinehart	Fall 2016
THEATR	126	Improvisation	Revised objectives and content.	P. Wickline	Fall 2016
THEATR	182A	Rehearsal/Performance (Comedy): Ensemble	Changed number & title (formerly THEATR-190C "Theatre Production-Comedy") . Revised description, revised SLO's (2) , revised objectives and content, updated textbook.	P. Wickline	Fall 2016
THEATR	182B	Rehearsal/Performance (Comedy): Supporting Role	Changed number & title (formerly THEATR-190B "Classical Theatre Production") . Revised description, revised SLO's (2) , revised objectives and content, updated textbook.	P. Wickline	Fall 2016
WATER	020	Introduction to Water Systems Technology	Revised description, revised SLO's (2) , revised objectives and content, updated textbook.	R. Sinsberg	Fall 2016
WATER	030	Waterworks Mathematics	Revised description, revised SLO , revised objectives and content, updated textbook.	R. Sinsberg	Fall 2016
WATER	031	Advanced Waterworks Mathematics	Revised description, revised SLO , revised objectives and content, updated textbook.	R. Sinsberg	Fall 2016
WATER	032	Water Supply	Revised SLO , revised objectives and content, updated textbook. Changed recommended preparation to WATER-020 (formerly WATER-030).	R. Sinsberg	Fall 2016
WATER	035	Water Quality	Revised SLO , revised objectives and content, updated textbook.	R. Sinsberg	Fall 2016
WATER	040	Water Distribution Operator I	Revised objectives and content, updated textbook.	R. Sinsberg	Fall 2016
WATER	041	Water Distribution Operator II	Revised objectives and content, updated textbook.	R. Sinsberg	Fall 2016
WATER	050	Water Treatment Plant Operation Process I	Revised objectives and content.	R. Sinsberg	Fall 2016
WATER	052	Water Treatment Plant Operation Process II	Revised objectives and content, updated textbook.	R. Sinsberg	Fall 2016

-Motion to approve BIOSCI-201, 202, 204, and 205; Motion by Julie Jacobson, second by Anne Marenco. All in favor: Unanimous.

-Motion to approve BIOSCI-201 & 202; Motion by Anne Marenco, second by Mary Bates. All in favor: Unanimous.

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Video Game Animation	Certificate of Achievement	Replacing GMD-047 with CAWT-074, Total required units increased to 24.5 units (formerly 24).	J. Bates	Fall 2016

-Motion to approve remaining Consent Calendar Items on the March 31st, 2016 Curriculum Committee Agenda; Motion by Anne Marenco, second by Mary Bates. All in favor: Unanimous.

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
CULARTS	138	ICuE Café Production II	4 units, 36 hours lecture, 108 hours lab, new SLO's (2), new prerequisite of CULARTS-132.	C. Schwane	TBD
THEATR	182C	Rehearsal/Performance (Comedy): Principal	1.50 – 4.00 units, 18 hours lecture, 27 – 162 hours lab, new SLO's (2), new Audition prerequisite.	S. Rinehart	TBD

-Motion to approve CULARTS-138; Motion by Julie Jacobson, second by Rhonda Hyatt. All in favor: Unanimous.

-Motion to approve THEATR-182C; Motion by Julie Jacobson, second by Mary Bates. All in favor: Unanimous.

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Culinary Arts	Certificate of Achievement	Adding CULARTS-138 to "Plus one course from the following" section of the certificate, removing CULARTS-083 from the same section. Total minimum certificate units required increased to 34.5.	C. Schwane	Fall 2016
Theatre	A.A. Degree	Removing archived courses, inserting number changes.	S. Rinehart	Fall 2016
Theatre Arts	A.A.-T Degree	Removing archived courses, inserting number changes.	S. Rinehart	Fall 2016
Theatre Performance	A.A. Degree	Removing archived courses, inserting number changes.	S. Rinehart	Fall 2016

-Motion to approve the Culinary Arts Certificate of Achievement; Motion by Anne Marenco, second by Tricia George. All in favor: Unanimous.

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Basic Arithmetic Skills	Certificate of Competency (Noncredit)	Certificate includes NC.BCSK-MA3 and NC.BCSK-MA4. New Program SLO.	M. Teachout	TBD
Biology	A.S.-T Degree	32 required units based on state approved Transfer Model Curriculum (TMC), New Program SLO.	M. Gilbert	TBD
Business Administration	A.S.-T Degree	28-30 required units based on state approved Transfer Model Curriculum (TMC), New Program SLO.	A. Maxwell	TBD

-Motion to approve the Basic Arithmetic Skills Certificate of Competency (Noncredit); Motion by Rhonda Hyatt, second by Saburo Matsumoto. All in favor: Unanimous.
 -Motion to approve the Biology A.S.-T Degree; Motion by Julie Jacobson, second by Mary Bates. All in favor: Unanimous.
 -Motion to approve the Business Administration A.S.-T Degree; Motion by Anne Marenco, second by Saburo Matsumoto. All in favor: Unanimous.

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
BIOSCI	201	Introduction to Human Anatomy	Removed BIOSCI-107/107H prerequisite, added BIOSCI-100/100H as prerequisite. Added eligibility for ENGL-101/101H & MATH-103-104 as recommended preparation. – Approved	M. Gilbert
BIOSCI	202	Introduction to Human Physiology	Removed BIOSCI-107/107H prerequisite, added BIOSCI-100/100H as prerequisite. Added eligibility for ENGL-101/101H & MATH-103-104 as recommended preparation. – Approved	M. Gilbert
BIOSCI	204	Human Anatomy and Physiology I	Removed BIOSCI-107/107H prerequisite, added BIOSCI-100/100H as prerequisite. Added eligibility for ENGL-101/101H & MATH-103-104 as recommended preparation. – Approved	A. Morales
CULARTS	138	ICuE Café Production II	New prerequisite of CULARTS-132. – Approved	C. Schwabke
THEATR	182C	Rehearsal/Performance (Comedy): Principal	New Audition prerequisite. – Approved	S. Sinhaev
WATER	032	Water Supply	Changed recommended preparation to WATER-020 (formerly WATER-030). – Approved	S. Steinberg

NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
ART	115	Art History: U.S. and European Modernism	100% Online. – Approved	M. McCaffrey
COUNS	150	Student Success	100% Online, Online/Hybrid. – Approved	D. Solomon
GEOG	104	World Regional Geography	100% Online, Online/Hybrid. – Approved	M. Bates

Discussion Items:

1. Updated 2015 five year revision list. The revised 2015 five year revision list was reviewed, Curriculum Committee School representative were asked to contact the department chairs in their school who still have courses that need to be approved. The PLMB and SOLAR courses that are on the 2015 five year revision list will be put on hold and will be addressed when a faculty member is on campus who can address these courses.

2. 2016 five year revision list. A draft of the 2016 five year revision list was reviewed. The 2016 five year revision list has significantly less courses (approximately 80 courses) than the past few five year revision lists. Due to the smaller number of courses on the 2016 list, the 2017 five year revision list will also be made available so faculty can plan ahead and get a head start on courses that will be on the 2017 list. Both lists will be sent out to Academic Deans and Department Chairs the week after Spring Break.

New Courses Includes ISA's	2	Modified Non Credit Courses	-0-	Modified Prerequisites	4
New Programs	3	New DLA's	3	Deleted Courses	4
Modified Courses	37	New SLO's	7	Deleted Programs	-0-
Modified Programs	2	Modified SLO's	34	Proposals Reviewed in Technical Review Session	12
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	1

CURRICULUM COMMITTEE SUMMARY

April 14th, 2016

3:00 pm– 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on April 1st, 2016.

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

Members absent: Bates, Mary – Math, Sciences & and Health Professions; Adjunct Representative – Vacant; Ruys, Jasmine – Director Admissions and Records; Stephens, Cindy – Member at Large

TECHNICAL CHANGE MEMOS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Welding Technology	A.S. Degree	Substituting ENGL-104 for ENGL-094 in required electives section.	T. Baker	Fall 2016
Welding Technology	Certificate of Achievement	Substituting ENGL-104 for ENGL-094 in required electives section.	T. Baker	Fall 2016

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
CAWT	098A	Microsoft Windows Workshop	Course will no longer be offered, has been transitioned to noncredit curriculum.	H. Sigman	Fall 2016
CAWT	098B	Microsoft Word Workshop	Course will no longer be offered, has been transitioned to noncredit curriculum.	H. Sigman	Fall 2016
CAWT	098C	Microsoft Excel Workshop	Course will no longer be offered, has been transitioned to noncredit curriculum.	H. Sigman	Fall 2016
CAWT	098D	Microsoft Access Workshop	Course will no longer be offered, has been transitioned to noncredit curriculum.	H. Sigman	Fall 2016
CAWT	098E	Microsoft PowerPoint Workshop	Course will no longer be offered, has been transitioned to noncredit curriculum.	H. Sigman	Fall 2016

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
CHEM	255	Preparatory General Chemistry	Revised objectives and content, updated textbook.	K. Flynn	Fall 2016
ESYST	111	Electromechanical Systems	Revised objectives and content.	L. Hilliard	Fall 2016
ESYST	112	Industrial Robotics	Revised objectives and content, updated textbooks.	L. Hilliard	Fall 2016
ESYST	113	Industrial Controllers	Revised objectives and content.	L. Hilliard	Fall 2016
HIST	130	Social and Cultural History of the United States	Revised description, revised SLO , revised objectives and content, updated textbook.	S. Pennington	Fall 2016
MEA	218	Real-Time Video Game Animation	Revised description, objectives and content, changed textbooks.	J. Baker	Fall 2016
MLT	050	Phlebotomy	Revised description, revised SLO's (2) , revised objectives and content, updated textbook.	H. Chu	Fall 2016
MUSIC	118	Popular Songwriting	Revised objectives and content, updated textbook.	D. Feldman	Fall 2016
MUSIC	126	Pop & Jazz Theory	Revised description, objectives and content, updated textbook.	D. Feldman	Fall 2016
SIGN	101	American Sign Language I	Revised description, objectives and content.	D. Sloan	Fall 2016
SIGN	102	American Sign Language II	Revised description, objectives and content, updated textbook.	D. Sloan	Fall 2016
THEATR	141	Scene Performance	Revised objectives and content, updated textbook.	S. Winshaw	Fall 2016
THEATR	144	Acting for the Camera	Revised objectives and content, updated textbook.	S. Winshaw	Fall 2016
THEATR	186B	Technical Theatre II (Intermediate)	Changed number and title (formerly THEATR-191 "Technical Theatre Production"). Revised description, revised SLO's (2) , revised objectives and content, updated textbook. Added THEATR-186A as a prerequisite, removed recommended preparation of THEATR-120.	S. Winshaw	Fall 2016
THEATR	220	Theatre History I	Revised objectives and content, added textbook.	F. Wickham	Fall 2016

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Theatre	A.A. Degree	Removing archived courses, inserting number changes.	S. Rinehart	Fall 2016
Theatre Arts	A.A.-T Degree	Removing archived courses, inserting number changes.	S. Rinehart	Fall 2016
Theatre Performance	A.A. Degree	Removing archived courses, inserting number changes.	S. Rinehart	Fall 2016

-Motion to approve Consent Calendar Items on the April 14th, 2016 Curriculum Committee Agenda; Motion by Julie Jacobson, second by Anne Marengo. All in favor: Unanimous.

NEW MATH/ENGLISH PREREQUISITES FOR COURSES OUTSIDE OF MATH/ENGLISH DISCIPLINE:

Title	#	Title	Suggested Enrollment Limitation	Author
SOCI	101H	Introduction to Sociology – Honors	ENGL 101 or 101H as a prerequisite.	A. Marengo
SOCI	103H	Intimate Relationships and Families – Honors	ENGL 101 or 101H as a prerequisite.	A. Marengo
SOCI	200H	Introduction to Women's Studies – Honors	ENGL 101 or 101H as a prerequisite.	A. Marengo

-Prerequisite proposals for SOCI-101H, 103H, and 200H were withdrawn per the Department Chairs request.

NEW COURSES-DISCUSSION OF NEED:

Subject	#	Title	Description of action	Author	Effective
CMPNET	154	CCNA R&S: Introduction To Networks	3.5 units, 54 hours lecture, 27 hours lab, new SLO's (2).	L. Willard	TBD
CMPNET	155	CCNA R&S: Routing & Switching Essentials	3.5 units, 54 hours lecture, 27 hours lab, new SLO's (2). New Prerequisite of CMPNET-154.	L. Willard	TBD
CMPNET	156	CCNA R&S: Scaling Networks	3.5 units, 54 hours lecture, 27 hours lab, new SLO's (2). New Prerequisite of CMPNET-151 or CMPNET-155 or CISCO CCENT Certification.	L. Willard	TBD
CMPNET	157	CCNA R&S: Connecting Networks	3.5 units, 54 hours lecture, 27 hours lab, new SLO's (2). New Prerequisite of CMPNET-156.	L. Willard	TBD

-Motion to adopt the need for the CMPNET-154, 155, 156, and 157 new course proposals: Motion by Anne Marengo, second by Diane Solomon. All in favor: Unanimous.

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
SOCI	101H	Introduction to Sociology – Honors	ENGL-101/101H removed as a prerequisite. – Approved	A. Marengo
SOCI	103H	Intimate Relationships and Families – Honors	ENGL-101/101H removed as a prerequisite. – Approved	A. Marengo
THEATR	186B	Technical Theatre II (Intermediate)	Added THEATR-186A as a prerequisite, removed recommended preparation of THEATR-120. – Approved	S. Rinehart

Discussion Items:

1. Updated Theatre Family of Courses list. The updated Theatre Families of Courses list was reviewed by the curriculum committee. The updated list will be posted to the Curriculum Committee website at:

<http://www.canyons.edu/Offices/curriculum/Documents/Theatre%20Families%20of%20Courses%20-%20Updated.pdf>

2. 2015 Five Year Revision List update: The following courses form the 2015 five year revision list have not yet been revised and approved: DANCE-136, MUSIC-090L, MUSIC-142, and THEATR-221. These courses cannot be offered again until they have been revised and approved

New Courses Includes ISA's	-0-	Modified Non Credit Courses	-0-	Modified Prerequisites	3
New Programs	-0-	New DLA's	-0-	Deleted Courses	5
Modified Courses	15	New SLO's	-0-	Deleted Programs	-0-
Modified Programs	3	Modified SLO's	5	Proposals Reviewed in Technical Review Session	12
New Non Credit Courses	-0-	New Prerequisites	-0-	Proposals Returned from Technical Review Session	-0-

Refresh Recommendations for Online Instructor Qualifications
Submitted to and endorsed by the Ed Tech Committee on May 27, 2015

Ed Tech Online Instructor Qualifications Sub-committee:
Kelly Burke, Mike Gunther, Chad Estrella, Mindy Albee, James Glapa-Grossklag,
Regina Blasberg, Katie Coleman, Diane Solomon

Background

The 2014 ACCJC external evaluation team made the following recommendation:

Recommendation 2. In order to increase institutional effectiveness, the team recommends that the College develop a systematic, on-going evaluation of its Distance Education courses and programs. The team further recommends that the data from the evaluations be integrated into the assessment and planning cycle of the College at the course, program, and institutional levels to ensure quality.

In response to the recommendation above, and in recognition that the existing Online Instructor Qualifications were prepared by the Educational Technology Committee in October 2005 and approved by the Academic Senate in September 2006, the Educational Technology Committee convened a sub-committee to examine how to update and improve the Online Instructor Qualifications.

The group consisted of the faculty co-chair of Ed Tech, administrators from Distance Learning and IT, classified staff from Distance Learning and IT, a faculty department chair, and an adjunct faculty member.

The sub-committee met multiple times over the course of the semester, investigated current practices at other Community Colleges and gathered input during additional meetings and conversations with Jennifer Brezina, Ron Dreiling, Miriam Golbert, Diane Sionko, Diane Solomon, and Paul Wickline (this does not necessarily mean that these colleagues endorse these recommendations). The following outline and recommendations are the result.

Outline

Current Modules	New Modules	Notes
	0. Technology baseline (self-paced, online)	Basic computer skills: network access, attachments, saving documents, etc.
1. LMS 1, 2, 3 (6 hours)	1. LMS 1, 2 (4 hours)	
2. Introduction to Online Teaching and Learning (ITL 106)	2. Introduction to Online Instruction (CETL)	
3. Section 508 accessibility	3. Section 508 accessibility	Project based: format a document, caption a video add alt tags to images, etc.
	(Above training recommended for all LMS users; required for hybrid and online instructors)	

	4. Certificate Renewal every 3 years (~2 hour self-paced, online)	Updates on: -Technology -New legal & accreditation requirements -Best practices -Reminders
--	--	---

12. If I've taken the training here, will you accept an outside equivalent for the renewal process?
No substitution should be accepted for the renewal process.
13. When will all this start? If adopted, the new training should be in place within a year. Currently certified instructors should renew every 3 years.
14. The sub-committee recommends that:
 - a) Online instructors should be evaluated in their online courses periodically in accordance with established procedures in collective bargaining agreements.
 - b) Training should be free to participants.
 - c) Full-time Faculty and Adjunct Faculty should follow the same cycle.

FAQs

1. What changes are being proposed?
 - a) Add a "technology baseline" assessment, to ensure that people who want to teach online know how to save files, send attachments, log in, etc. This will be online and self-paced.
 - b) Make the Section 508 training project-based. In addition to learning about accessibility, actually add alt tags to an image or use styles to format a class document.
 - c) Add a renewal requirement every 3 years to learn about new regulations and technology. This will be online and self-paced.
2. Will there be an easy place to find all this training information?
Yes, Distance Learning will maintain a website with current training information.
3. Will I get FLEX credit for all of this?
This sub-committee recommends that FLEX credit be provided.
4. Will I earn a certificate for completing the workshops?
Yes, you will earn a certificate upon completing the training, which will be project-based and involve creating a class syllabus or course modules, for example.
5. Who will keep track of all this?
This sub-committee recommends Professional Development do so.
6. Who will decide what should be covered in the basic computer skills assessment?
Faculty and staff who have trained instructors, and seen the challenges that arise, have compiled a list of recommended topics: Mindy Albee, Anne Marengo, Thea Alvarado, and Katie Coleman.
7. Who will create the online basic computer skills assessment? IT will be asked to do so.
8. If I'm brand-new to the College, and I've taken training elsewhere, do I need to take this training?
Yes. Participating in the College's training ensures that you are aware of the practices and policies in place here.
9. If I've been working here for a while and I've already taken equivalent training elsewhere, do I need to take this training?
No, but you will need to complete the renewal process every 3 years.
10. If I've been working here for a while can I take equivalent training somewhere else?
Yes, subject to review by your department chair and the Director of Distance Learning.
11. If I've taken the training here, do I have to go back and take the technology baseline assessment?
No, but you will need to complete the renewal process every 3 years.

How Can We Make Our Student Learning More Visible?

Institutional Learning Outcomes*

The Institutional Learning Outcomes are the umbrella that all degree, program, and course-level outcomes are housed under. Now there are 7 proposed Institutional Learning Outcomes: Effective Communication, Critical Thinking, Collaboration, Information Literacy, Quantitative Literacy, Community Engagement & Global Responsibility, and Creative & Innovative Thinking.

Effective Communication

Students communicate effectively. This includes developing critical literacies—reading, writing, speaking, listening, visual understanding—that they can purposefully apply in various contexts; Organizing and presenting ideas and information visually, orally, and in writing according to standard usage; Understanding and using the elements of effective communication in interpersonal, small group, and large audiences, with intercultural and multicultural awareness.

Critical Thinking

Students demonstrate the ability to think critically and analytically. This includes reasoning effectively from available evidence; demonstrating effective problem solving; engaging in critical thinking, expression, and application; Engaging in reflective thinking and expression; Demonstrating higher-order skills such as analysis, synthesis, and evaluation; Demonstrating ethical reasoning by analyzing an issue/problem and arriving at a solution while using a set of ethics or morals as guidelines; Making connections across disciplines; Applying scientific methods to the inquiry process.

Collaboration

Students develop the knowledge and skills to work with others in a professional and constructive manner. This includes engaging with a diverse set of others to produce professional work; Interacting competently across cultures; understanding and appreciating human differences; Recognizing and resolving conflicts; Understanding and acting on standards of professionalism, ethics, and civility, including the COC Student Code of Conduct.

Information Literacy

Students develop information literacy. *Gathering and analyzing information using technology, library resources, and other modalities; Understanding and acting upon ethical and security principles with respect to computer technology and to information acquisition and distribution; distinguishing between credible and non-credible sources of information, and using the former in their work in an appropriately documented fashion.*

Quantitative Literacy

Students develop quantitative literacies necessary for their chosen field of study.

This includes understanding mathematical theory, concepts and methods of inquiry to apply appropriate mathematical techniques to both academic and practical problems; analyzing and evaluating mathematical information to interpret, apply and generate data in the form of graphs, tables, and schematics in a variety of disciplines.

Community Engagement & Global Responsibility

Students develop the knowledge and skills to actively engage in the local, national and global community. *This includes understanding the environmental, political, historical, social, and economic underpinnings of the communities to which they belong and extending this awareness to global challenges; Integrating classroom and community-based experiential learning; In the context of complex social and environmental issues, identify and articulates the strengths, challenges and opportunities of communities; Evaluating personal strengths, challenges and responsibility for effecting positive social change and sustainable living patterns in communities; Drawing upon classroom and community-based learning to develop professional skills and socially responsible civic behaviors; Utilizing the aforementioned skills, engage in behaviors that effect positive social change designed to meet the community's needs.*

Creative & Innovative Thinking

Students think creatively and innovatively. *This includes the ability to approach problems and situations in a new and effective ways using knowledge developed through shared ideas, and with the aid of the tools and technology available at hand. This also includes being creative, imaginative, and innovative to synthesize existing ideas, images or expertise so they are expressed in original, imaginative ways in order to challenge and extend current understanding or expression.*

***Revision as of March 26, 2016**

▴ Reservation for I-330

1. Room BONH 330 is designed primarily for Faculty Meetings, Governance related meetings.
2. Faculty meetings include, but are not necessarily limited to:

Senate and Senate Committees	Associate Program
Curriculum Committee	New Faculty Orientation
Division Meetings	Faculty Development Activities
Department Meetings	Faculty Tenure Committees
All Faculty Meetings	COCFA meetings
3. BONH 330 will be scheduled through the Academic Senate Secretary, Lita Wangen, at extension 3058. The Senate President must approve reservations for non-faculty meetings.
4. Open Reservations for the Academic year will begin on June 1st.
5. Priority Reservations for the Academic year will occur between June 1 and June 30. Priority will be given in the following order:

Senate Meetings
Curriculum Meetings
Division Meetings
Ongoing Department Meetings
Associate Program
Faculty Development Meetings

OER Resolution

Background Information – the College Textbook Affordability Act of 2015 (AB 798, Bonilla, 2015) makes funding available for campuses to support faculty and student use of high-quality no-cost and low-cost materials. This includes the development and review of OER course materials by college faculty. To apply for this funding the COC Senate must complete two requirements:

1. Adopt a resolution that states its support to increase student access to high-quality OER and reduce the cost of textbooks and supplies for students. The Academic Senate for California Community Colleges has crafted a resolution template for local senates to use, if they desire:
2. In collaboration with students and campus administration, create and approve a plan that describes evidence of the faculty's commitment and readiness to effectively use grant funds to support faculty adoption of OER. This approval can be signaled in the format of a resolution, a senate directive, or other locally established process, but the plan should be approved only after it has been vetted by faculty, students, and administrators.

In keeping with the first requirement, the following resolution (modeled after the sample provided by ASCCC) is recommended:

Whereas, The significant rise in costs of textbooks is a barrier to college attendance, student access, and student success;

Whereas, Many colleges are interested in reducing the cost of textbooks to increase student access to necessary course materials; and

Whereas, Faculty play the primary role in selecting instructional materials that may include the adoption of lower cost, high-quality, open educational resources (OER); (this was added to the resolution).

~~Whereas, The intent of the College Textbook Affordability Act of 2015 (AB 798, Bonilla, 2015) is to reduce costs for college students by encouraging faculty to accelerate the adoption of lower cost, high-quality, open educational resources (OER);~~ (It was suggested that this be stricken b/c regardless of AB798, OER materials are worthy of adoption. This statement makes it seem as though the resolution is entirely about this Act.

Q: should we consider adding back some part of this section whereby the Senate is actively encouraging faculty adoption of OER, but leave out the mentioning of AB798?

Resolved, That the Academic Senate of College of the Canyons supports efforts to increase student access to high-quality open educational resources and reduce the cost of textbooks and supplies for students in course sections for which ~~open educational resources are to be adopted to accomplish cost savings for students.~~ faculty choose to adopt open educational resources to promote student learning and to reduce cost barriers for students

BP 7215 Academic Senate Participation in Collegial Consultation:

Section B. 1. "Rely Primarily On"

Those areas in which the Board of Trustees will "rely primarily on" the advice and judgment of the Faculty Senate include:

f. The establishment of policies, procedures and programs for faculty professional development activities (excluding financial expenditures for faculty development);

On the following pages is a “Draft” of the FLEX calendar proposed for 2016.

August 12, 2016

Friday

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	FRIDAY			
	12			
8 AM				
9	First Aid/CPR Chad Peters	New Faculty Orientation - Part 1 of 2 Denee Pescarmona	Wildlife Sanctuary (Off Campus) Amy Foote	MyLearningPlan Demo Leslie Carr/Chloe McGinley
10				Canvas: Communication/Assessment Brian Weston
11				
12 PM			Faculty Discuss Canvas Brent Riffel	
1			Canvas: Organization/Content Brian Weston	
2				
3	Chemical Safety in the Lab Heidi McMahon		MyLearningPlan Demo Leslie Carr/Chloe McGinley	
4				
5				
6				

August 15, 2016

Monday

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	MONDAY	
	15	
8 AM	Fitness Walk Sheri Barke	
9	Title V Speaker TBD	
10		
11		
12 PM	Welcome Back Lunch Teresa Ciardi/Phil Gussin	
1		
2	Everything You Want to Know About Sabbaticals Nicole Faudree	Supplemental Learning Erin Delaney
3	Online Writing Lab Kim Haglund	Overview of the NEW Tenure Committee Procedures Nicole Faudree
4	Student Success Karen Nicolas	Wellness Workshop (Yoga or Meditation) TBD
5		
6	Emergency Preparedness Incident Command Team	

August 16, 2016

Tuesday

August 2016
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

September 2016
Su Mo Tu We Th Fr Sa
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30

	TUESDAY	
	16	
8 AM	CANYON COUNTRY FLEX DAY	
9	Emergency Preparedness Incident Command Team	
10		SLO Workshop Cindy Stephens/SLO Committee
11	Curriculum Revisions Lisa Hooper/Ann Lowe	Introduction to Open Licensing for OER James Glapa-Grossklag
12 PM	Lunch	
1	Non-Credit Curriculum Lisa Hooper/Ann Lowe	Wellness Workshop (Yoga or Meditation) TBD
2	Canyon Country Campus Update Ryan Theule	
3	New Faculty Orientation - Part 2 of 2 Denee Pescarmona	MyLearningPlan Demo Leslie Carr
4		
5		
6	Chemical Safety in the Lab Heidi McMahon	

August 17, 2016

Wednesday

August 2016							September 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6				1	2	3
7	8	9	10	11	12	13		4	5	6	7	8	9
14	15	16	17	18	19	20		11	12	13	14	15	16
21	22	23	24	25	26	27		18	19	20	21	22	23
28	29	30	31					25	26	27	28	29	30

	WEDNESDAY	
	17	
8 AM	Academic Affairs Convocation Jerry Buckley/Audrey Green	
9		
10		
11		
12 PM		
1	Emergency Preparedness Incident Command Team	
2		
3	Update on the Center for Excellence in Teaching and Learning Brent Riffel/Ron Dreiling	
4	Discipline Planned Training Several disciplines will plan and provide training during this time.	
5		
6		

August 18, 2016

Thursday

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	THURSDAY
	18
8 AM	
9	Dr. Van Hook's workshop
10	
11	
12 PM	Board of Trustees workshop
1	Club Advisor Roundtable
2	Teresa Ciardi/Kelly Dapp
3	MyLearningPlan Demo
	Leslie Carr/Chloe McGinley
4	
	Department Retreats
5	
6	

Department Chair Election Results 2016/2018

Dean	2016 Departments and Chairs
School of Applied Technologies Ronald McFarland, Dean	*Advanced Manufacturing - VACANT *Alternative Energy/Solar - VACANT *Architecture and Interior Design – Dorothy Minarsch *Automotive Technology - Gary Sornborger, Chair
	*Engineering Technologies (Construction Technologies, Construction Management, Land Surveying, Water Systems Technology)- Regina Blasberg *Plumbing - VACANT *Telecommunications & Electronic Systems (Computer Networking, Electronic Systems) – Lee Hilliard *Welding - Tim Baber, Chair
Social & Behavioral Sciences Paul Wickline, Interim Dean	*Anthropology - Lisa Malley, Chair *Communication Studies - Tammera Stokes Rice, Chair *Education/Early Childhood - Cindy Stephens, Chair *History - Sherrill Pennington, Chair *Political Science - David Andrus, Chair *Psychology - Deanna Riviera *Sociology - Katie Coleman, Chair
School of Business	*Business – Nicole Faudree

Russell Waldon, Dean	<p>*Computer Applications & Web Technology (CAWT) - Melanie Lipman, Chair</p> <p>*Culinary Arts/Wine Studies - Cindy Schwanke, Chair</p> <p>*Economics – Guillermo Cruz</p> <p>*Hotel & Restaurant Management - Kevin Anthony, Chair</p> <p>*Paralegal Studies - Nicole Faudree, Chair</p> <p>*Real Estate - VACANT</p>
School of Humanities Andy McCutcheon, Interim Dean	<p>*American Sign Language - Debbie Sison, Chair</p> <p>*Cinema - Gary Peterson, Chair</p> <p>*English - Alene Terzian, Chair</p> <p>*English as a Second Language - Heather MacLean, Chair</p> <p>*Humanities - Adam Kaiserman</p> <p>*Modern Languages (Chinese, French, German, Italian, Spanish) – Dr. Claudia Acosta, Chair</p> <p>*Philosophy - Andrew Jones-Cathcart, Chair</p>
School of Kinesiology/Physical Education/Athletics Kinesiology Len Mohney, Dean	<p>*Kinesiology/Physical Education - Howard Fisher, Chair</p> <p>*Recreation Management - VACANT</p>
School of Mathematics, Sciences and Health Professions Omar Torres, Dean	<p>*Administration of Justice - Patti Haley, Chair</p> <p>*Biological Sciences - Dr. Miriam Golbert, Chair</p> <p>*Chemistry - Heidi McMahon, Chair</p> <p>*Computer Science - Chris Ferguson, Chair</p>

	<p>*Earth, Space & Environmental Sciences - Teresa Ciardi, Chair</p> <p>*Emergency Medical Tech/Health Sciences - Patti Haley, Chair</p> <p>*Engineering and Physics - Dr. David Martinez, Chair</p> <p>*Fire Technology - Keith Kawamoto, Chair</p> <p>*Mathematics - Saburo Matsumoto, Chair</p> <p>*Medical Laboratory Technician (MLT)-Hencelyn Chu, Faculty Director and Chair</p> <p>*Nursing - Tina Waller, Chair</p>
<p>School of Visual & Performing Arts</p> <p>Carmen Dominguez, Dean</p>	<p>*Art - Michael McCaffrey, Chair</p> <p>*Dance - Diana Stanich, Chair</p> <p>*Graphic & Multimedia Design - Mark Daybell, Chair</p> <p>*Media Entertainment Art - Jeff Baker, Chair</p> <p>*Music - Dr. Bernardo Feldman, Chair</p> <p>*Photography - VACANT</p> <p>*Theatre - VACANT</p>
<p>Learning Resources</p> <p>James Glapa-Grossklag, Dean</p>	<p>*Library - Peter Hepburn, Head Librarian</p>
<p>Enrollment Services/Counseling /Student Services</p> <p>Debbie Rio, Dean</p>	<p>*Counseling - Diane Solomon, Chair</p>

Senators	7/1/2016-6/30/2018
Nomination	Schools
Regina Blasberg	Applied Technologies
OPEN	Business
Tracey Sherard	Humanities
Philip Marcellin	Kinesiology, Physical Education, Athletics
Erin Barnthouse	Learning Resources (Ed Tech, Distance Learning)
Mary Bates	MSHP (Math Science Health Professionals)
Rebecca Shepherd	Social & Behavioral Sciences
Graciela Martinez	Student Services (Enrollment, Counseling)
Wendy Brill-Wynkoop	Visual & Performing Arts

BP 6750 Vehicles, Parking and Traffic

References:

Education Code Section 76360;

Vehicle Code Section 21113

Note: This policy is legally required.

The CEO shall establish such administrative procedures regarding vehicles, parking, and all forms of traffic within the District as are necessary for the orderly operation of the instructional program. No person shall operate any transportation device or leave any transportation device unattended in the District except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 titled Fees.)

See Administrative Procedures 6750

This policy and the associated procedure should be reviewed no later than 2021.

Adopted:

AP 6750 Vehicles, Parking, and Traffic

References:

Education Code Section 76360

Vehicle Code Section 21113

Introduction

The District supports the use of non-fossil fuel powered forms of transportation by students, faculty and staff for traveling to the campus. Human powered vehicles have benefit to individual health and (when replacing cars) reduce vehicle emissions that are harmful to human health and reduce emission of greenhouse gasses to the atmosphere.

The facilities in the District are used by a variety of people using various means of transportation (pedestrians, cyclists, boarders, cars, etc.). To ensure the safety of all (including those with special needs), all forms of transportation must follow these procedures.

These procedures are intended to promote safe and orderly movement of traffic within District property, and for the safe and orderly use and parking of all forms of vehicles (including but not limited to bicycles, skateboards, roller skis, scooters, hover boards (with or without wheels), inline skates, roller skates, Segways, gravity boards, and all powered forms of any transportation device listed or not listed above.

Traffic

All vehicles on campus roadways and in parking lots must obey CA vehicle code.

Pedestrians always have the right of way.

No person shall operate a bicycle, or other form of transportation as listed above, in excess of 5 mph while on District property.

No person shall operate an automobile in excess of 15 mph while on District property.

Bicycles and motorized bicycles shall not be operated on pedestrian walkways or in buildings.

Motorcycles are not permitted to drive in any area that motor vehicles are prohibited from entering except designated motorcycle parking areas. Motor scooters, motorbikes, and motorcycles shall be operated only on curbed streets and vehicular thoroughfares. They shall not be ridden or walked elsewhere on campus, but shall be parked in areas designated for motorcycles and not in bicycle stands or in areas designated for bicycles.

Skateboards, roller skates, and similar personal wheeled and non-wheeled conveyances shall be prohibited throughout the campus, including streets, paths, grounds, and buildings.

Riding bicycles and similar personal conveyances shall only be operated on curbed streets and vehicular thoroughfares. In other locations, bicyclists shall walk their bicycles and shall park them in designated parking stands and areas.

Motorized and non-motorized carts, trucks, or dollies must be approved for operation on campus and only officially permitted motor vehicles shall be operated in areas other than designated bicycle lanes.

Walking and swimming is the only form of transportation permitted inside buildings.

Specific procedures for the operation of Bicycles:

- Ride in the street with the flow of traffic
- No riding on sidewalks
- Obey traffic signs
- Don't dart between parked cars
- Dismount if there is pedestrian congestion
- Be cautious

Parking

Parking of motor vehicles and other transportation devices is limited to specially designated areas.

Permits are required except in 30-minute visitor spaces. Spaces for disabled students, staff, and visitors are available. Individuals parking in those spaces must display a DMV issued valid permit for disabled parking spaces.

Parking fees are required for non-visitor spaces during regular College hours. Exceptions may be made for posted special events.

Students must display a valid parking permit in student spaces.

Staff must display a valid parking permit in staff spaces.

Vehicles parked in violation of the provisions of this code are subject to District disciplinary action, fines, towing, or impoundment.

All bicycles on campus must be parked in a bicycle rack.

Bicycles may not be secured to fire hydrants, trees, parking signs, fences, stairwells, ramps (handicap and/or other), or in the egress path of any building. Bicycles may not be stored in buildings.

Skateboards, and other devices under three feet in length, may be taken into buildings. Such devices may never be operated on campus or within a building.

At the conclusion of each academic semester, all bicycles left on exterior bicycle racks will be removed and donated after 30 days.

Any Campus Safety officer or designated employee authorized by the District may move, relocate or impound any bicycle which is:

- Blocking or otherwise impeding normal entrance to or exit from any college building.
- Blocking or otherwise impeding either vehicular or pedestrian traffic on any street, highway, parking lot, parking space, parking lot access, walkway, footpath, building exit, stairwell, or sidewalk.
- Parked or stored in such a condition as to be considered abandoned.

Committee

The District Parking Committee shall meet at least once per year, or more often as needed.

Members of the Committee shall be: 2 students, 2 faculty members, 2 classified staff members, 2 administrators, the Director of Campus Safety.

The Committee shall be chaired by the Vice President of Student Services.

The Committee shall:

- Make recommendations regarding changes to this procedure
- Make recommendations regarding changes to parking fees
- Make recommendations regarding parking space utilization and the distribution of student and staff spaces
- Consider and make recommendations on all other parking related matters.

Discipline / Fines

Campus Safety staff are the primary source of enforcement.

Excessive and/or willful violators of the policy will be engaged in the District discipline process.

Violators may be fined per Board Policy 5530.

Disciplinary due process for students follows Board Policies 5529, 5530, and 5531.

Staff and students are encouraged to inform those who are violating the policy of the policy.

Fees

Parking fees are established by the Board of Trustees.

Prior to making changes to the fee or fine structure the Board will receive a recommendation from the CEO.

Exceptions

Prohibitions on wheeled and non-wheeled vehicles shall not apply to non-ambulatory persons (for example those using wheelchairs) or to children in carriages or strollers.

Miscellaneous

The District, at principal entrances and access points, shall post appropriate signs relevant to these procedures on campus.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

BP 5533. STUDENT GRADES OR GRADING REVIEW POLICY

5533.1 Introduction

California Education Code Section 76224, quoted below, states the conditions upon which grades or grading may be questioned.

“When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

Students may ask that final course grades be reviewed under the guidelines stated in this policy.

5533.2 Conditions under which final grades may be reviewed

- A. The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy ~~508-5900~~.
- B. Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
 1. Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based on upon extenuating circumstances as defined in ~~Ed. Code Title 5 Section 55045(B)~~, and be received within 180 calendar days from the posting of the final grade.
- C. Grades may only be reviewed within the following context:
 1. Mistake - defined for the purposes of this policy as an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
 2. Bad Faith - defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
 3. Fraud - for the purpose of this policy may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.
 4. Incompetency - defined for the purpose of this policy as, but not limited to, an instructor who is not able to judge a student's performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student's performance.
- D. Students possess evidence that the final grade was determined based upon one of the criteria in 5533.2.C above.

5533.3 Review Procedure

5533.3.A Step I

A student who believes the final grade received was due to mistake, fraud, bad faith, or incompetency shall meet with the faculty member in an attempt to resolve his/her concern.

5533.3.B Step II Hearing

In the event Step I fails to resolve the concern, the student shall meet with the faculty member, the appropriate division dean, and/or the department chair (as determined by the division dean).

1. During this meeting the student must produce a preponderance of evidence that the final grade was determined based upon one of the criteria in 533.2 above.
2. Student may be accompanied by representation at the student's expense.
3. The division dean shall produce a written decision on the matter within fourteen (14) calendar days. Copies of the decision will be forwarded to the student and the faculty member in question.

5533.3.C Step III Appeal

In the event Step II fails to resolve the concern, the matter may be appealed to the Grade Review Committee (GRC).

1. The GRC shall be comprised of the following:
 - a. The chief student services officer, or designee, who shall serve as chair,
 - b. The chief instructional officer or designee,
 - c. The Associated Student Government President or designee,
 - d. Two faculty members (not associated with the matter) appointed by the Academic Senate President.
2. The GRC may do the following:
 - a. Hear testimony relevant to the matter,
 - b. Review the findings of the division dean, **faculty member (if available), and department chair.**
 - c. Review course work and other relevant materials, and
 - d. Conduct its own review.
3. The GRC will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.
4. **In the event the student fails to attend the hearing, and has no extenuating circumstances, the GRC will consider the matter closed. The original grade issued by the instructor will remain as the final grade.**
5. The decision of the GRC to not change the grade will be final.
6. In the event the GRC recommends a change of grade, and the faculty member disagrees, the decision will be forwarded to the Board of Trustees for reviews and disposition.