



Academic Senate for College of the Canyons
February 25, 2016 3:00 p.m. to 4:45 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Approval for the Agenda
3. Approval of the Consent Calendar:
 - a) Academic Senate Summary: February 11, 2016 (pg. 3)
 - b) Curriculum: February 18, 2016 (pg.9)
4. Academic Senate President's Report – Rebecca Eikey (pg. 11) ☐ Faculty Climate Survey
 - Reorganization of Academic Affairs to include Athletics
 - Full- time Faculty Hiring Memo
 - INNOVATONMARKER Investment 3
 - ASCCC Faculty Liaison Positions– (pg. 10)
5. Academic Senate Vice President's Report – Teresa Ciardi

B. Committee Report

1. CPT – Claudia Acosta
2. Advocacy Team – Eric Harnish

C. New Future Business

1. Outreach by Coaches

D. Unfinished Business

1. Local Graduation Requirements
2. High Impact Practices – Principles of Excellence
3. Program Viability and Academic Departments
4. Minimum Qualifications Equivalencies for Interdisciplinary Studies – in School discussions – Expect to report out on **March 10th** agenda
5. CTE Advisory Training
6. Diversity Requirement – in School discussions- Expect to report out on **March 10th** agenda
7. Institutional Learning outcomes - in school discussions – Expect to report out on **March 10th** agenda

E. Discussion Items

1. Honors Advisory Committee Operating Procedures – Miriam Goldberg (pg. 15)
2. Emergency Preparedness and Practice with students – Eric Harnish
3. Revisions of Online Teaching Requirements – James Glapa-Grossklag and Regina Blasberg (pg. 13)
4. FIT Faculty Interns – David Andrus and Diane Fiero (pg. 18 and 19)
5. Consideration of Resolution on Nepotism and/or Ethical Hiring Practices

F. Action Items

1. Approval of Committee Appointments
 - a) Chelley Maple to Classified Staffing Committee
 - b) Rebecca Eikey, Teresa Ciardi and Peter Hepburn to EEO Advisory Committee
 - c) Rebecca Eikey and Teresa Ciardi to Short Term Employee Taskforce
 - d) Approval of Lee White to CASL/Program Review

G. Announcements

- Upcoming elections for spring are School Senators and Department Chairs. These are for Fall 2016- Spring 2018 ☐
Adjunct Senators election for 2016-17
- Election for current Adjunct Senate positions ends Monday, February 29th
- <http://www3.canyons.edu/Offices/IEPI/workshops.html> and
<http://extranet.cccco.edu/Divisions/InstitutionalEffectiveness.aspx>
- Doing What Matters Regional Planning meeting March 4 UCEN TBD 10:00 am to 2:30 pm
- Academic Academy March 18 to 19, Sheraton Sacramento
- Area C meeting April 2 Ventura College
- 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

H. Adjournment

The next Senate meeting will take place on **March 10, 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 comment

Summary of the Academic Senate Meeting February 11, 2016

Attendance:

Voting Members					
Senate President	Rebecca Eikey	X	SBS Senator	Victoria Leonard	X
Vice President	Teresa Ciardi	X	Business Senator	Bob Maxwell	X
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	VACANT	
Kinesiology/Athletics Senator	Philip Marcellin	X	Adjunct Senator	VACANT	

Dr. Jerry Buckley	X	<p style="text-align: center;">Guests</p> <p>Jason Burdoger, Brian Weston, James Glapa-Grossklag, Diane Fiero, Dr. Buckley, Benjamin Riviera, Sab Matsumto, Lisa Hooper, Brittany Applen, Katherine Martinez, Andrew Rodriguez</p>
Lita Wangen	X	
Amy Foote		
Dr. Michael Wilding		
ASG Representative, Avneet Ghofra		

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the Agenda: Motion Victoria Leonard, seconded Ann Lowe. Unanimous. Approved.
3. Approval of the Consent Calendar: Motion Ann Lowe, seconded Garrett Hooper. Unanimous. Approved

4. Academic Senate President's Report, Rebecca Eikey

- BOT Senate Reports ○ Updated BOT in December on work of CASL ○ Need help with highlighting work from other committees
- A suggestion was made to have Peter Hepburn present on Academic Staffing. Wendy Brill offered to help. Rebecca will contact Peter about a presentation.
- Faculty Offices – we currently do not have enough office space for all FT faculty on Valencia Campus ○ Waiting on remodel of Bonelli 2nd floor ○
 Revise Office Allocation Policy? ○ What should we do when there is no more space?
 ○ What if faculty want to choose one campus for their office?

Some faculty's entire load is at the Canyon Country Campus and they have an office there plus an office here. David said that the policy committee had looked into revising the procedures, but said it was unsolvable. There was no language that would satisfy everything. A faculty's load could change and then they would be back at the Valencia campus and need an office. We have a new faculty that started on February 8th and needs an office. She was able to get one from someone who teaches full load at CCC and this is just temporary. We may have another faculty coming on board and we have no office. It was suggested that we run this by the board of trustees and administration for instructional space. At the moment we are just bandaging the situation.

- CASL/Program Review Committees – have been combined into one committee for Spring 2016
 - Issue of concern – no Department Chair = no one to complete the Program Review – so access has been given to Administrators
 - Academic Departments Policy – in revision – will need to be finalized soon
 - Budget Module Mock UP –December 10, 2016 –was presented by Daylene Meuschke. **Please take to Schools for discussion – PR committee is looking for Academic Senate input before proceeding.**
- Honorable Mention for ASCCC 2016 Exemplary Program Award – Math/English Acceleration
 - <http://www.asccc.org/events/exemplary-program-award-0>
 - February 4, 2016 – AcCelebration Event for the faculty and staff involved in supporting the Acceleration efforts in Math/English
 - It has been since 2008 since COC has had a program that has been honored with that level of award.
- February 3, 2016 – Faculty Leadership, Empowerment, and Voice Institute
 - David Morse & Julie Bruno, from ASCCC presented hypothetical scenarios for discussion on Senate's role in governance
 - How to get involved in State Level
 - Committees: <http://www.asccc.org/content/application-statewide-service>
 - Listserves: <http://www.asccc.org/signup-newsletters>
 - FACCC Membership (<http://www.faccc.org/membership-join/>) - a faculty advocacy group
 - Updates on Statewide initiatives
 - Budget, Chancellor Search, Accreditation
 - Legislation
- Cal Grant award increase
- Audit fee change
- OER/AB 798 and Zero Cost Textbook degrees ("Z Degrees")
 - AB 798: Requires local Academic Senates to approve OER Plans If the district is interested in going after the funds that have been set aside according to that bill. This may affect our senate work.
 - Make sure we are involved in approving the plan.
 - New committee – OER Advisory Team
 - Will work to develop plan

- And the other OER work/initiatives that are occurring locally (James GG will update during Ed Tech Committee Report)
- Transfer (almost 2000 ADTs approved and active), Pilot Bachelor's degrees
- Workforce Task Force & IEPI ○ Practiced writing Resolutions
- COC Accreditation Taskforce – met 2/5/16 ○ Actionable Improvement Plans – updates on those
 - Pathways for degrees – should be discussed in curriculum and Senate

Ann stated this is what they look at in Curriculum for determining new courses and we need to fit with the pathway as opposed to distract from pathway.

- Upcoming Opportunities:
 - Mar 1 – ACCJC Workshop on Program Level Assessment
 - Mar 4 – Doing What Matters – South Central Coast Regional Consortium – planning meeting for the region – faculty are needed to attend
 - COC Days of Assessment
 - Mar 4 – Program Level Assessment
 - Mar 5 – Program Level Assessment for CTE
 - Mar 25 – Institutional Level Assessment – Critical Thinking
 - May 13 – Institutional Level Assessment – Effective Communication
 - Faculty Assessment Teams or Faculty Learning Communities – looking to develop for Program and ILO assessment

5. Vice President's Report Teresa Ciardi

- Teresa reported on Professional Development on how it is operating. Often the committee will put together activities for flex week based on needs assessment surveys. What Teresa has noticed, but has not documented, once the faculty committee has put everything together and made their decision between that time and the time it gets published it morphs. There are things on there that were not there before. We are going to go back and look at Title V, COCFA contract and Ed Code and really taking a close look at exactly how the committee is operating and if any changes need to be made. So the policy and procedures might be need revision.
- Teresa spoke the email regarding adding extra students and she brings this up because she is concerned for safety in the classroom. Her concern is the capacity. We have gone over our capacity with students and this violates fire code. There is nothing in the room that states what the occupancy is. She would like to propose that somewhere in the room there is something that states what the capacity is. While looking around it was noticed there is nothing BONH 330 that states what the occupancy should be. She is concerned for the fire code.

B. Committee Report

1. Ed Tech (OER) James Glapa-Grossklag and Brian Weston

Percentage of students in our campus survey tell us that the top barrier for their education goals is the cost of textbooks is 75% and the percentage for faculty from a survey last spring in using OER is 88%. Reducing cost barrier. We have some small funding available. Funding from DVH (LEAP).

Because of this Brian was able to hire a college assistant to help. There will be monies for stipends. There will be other funding coming up, this will be an opportunity to help us. We have a lot of volunteers. The governor's budget for next year he has proposed 5 million that would support OER degrees. There are grants going to some colleges this leaves room for CTE. At the national level the Hewitt foundation is investing a large amount of dollars to 30 community colleges across the state. A question was asked are there degrees for pathway. Is funding available and James said yes there was. Please take this back to your schools and talk about it more information will be coming.

C. New Business – will be changed to “Future” Business

1. FIT Faculty Interns
2. Emergency Preparedness and Practice with Students
3. Outreach by Coaches
4. Faculty Climate Survey
5. Revisions of online Teaching Requirements – James Glapa-Grossklag and Kelley Burke

D. Unfinished Business

1. Local Graduation Requirement
2. Resolution on Nepotism
3. High Impact Practices Principles of Excellence
4. Program Viability and Academic Departments
5. Minimum Qualifications Equivalencies for Interdisciplinary Studies – in School discussion 6. CTE Advisory Training -

E. Discussion Items

1. Academic Senate Program Review and Budget – Rebecca Eikey

Rebecca went over the Program Review for the Academic Senate in the agenda. She went over what she thought the senate would need in terms of increase in monies for conferences. We are currently waiting for the projection screen for BONH 330. We are waiting on new chairs for the conference table. Dr. Buckley and Rebecca will be getting together to talk about chairs. He thought they had been ordered. There was a discussion on how many faculty attend the plenary and this included part-time faculty going as. Rebecca said there have been several faculty at that attend the plenary. This helps with the workshops. More can attend workshop and bring their information back. She stated anyone can go. We just don't have the funds to send everyone. She spoke about what is the trends for Academic Senate? We have more growth. Questions about the growth of the college and how that can figure in with our asking for more monies. Bob Maxwell and Rebecca will get together to look into the growth of the college. At this time Rebecca asked a \$4000 increase. Wendy Brill-Wynkoop informed the Senate that we now have a refrigerator in BONH 330. This was funded by COCFA and she thanked Brittany Applen for taking care of that.

2. Diversity Requirement – Ann Lowe

Some time ago a faculty group got together and felt diversity issues were not addressed sufficiently at the college. The proposal was very broad. Many courses that were listed in their original proposal would meet the diversity requirement including all of the language courses and quite a number history courses as well. They also included ethnic dance courses. The Curriculum committee heard that proposal and they sent it forward for a discussion at the senate, Ann Lowe (current Curriculum Chair) was not on the senate at that time, so she did not hear the discussion. Ultimately they

substantially changed the proposal at that time. The Senate created the one we have now. It is focused more on issues than it is on experience, relationships, exposures to different ideas, and different ways of doing things. The Senate adopted the requirement we use today, which specified that at least 50% of the course content be devoted to issues related to diversity. After an extensive review of courses using the 50% rule, the list of courses meeting the diversity requirement was created. It is updated annually.

Recently departments have inquired about adding their courses to the Diversity List. There have been two presentations to the curriculum committee last year. One came from the Modern Language and one came from Geography. In both cases the departments felt they had courses that seemed to relate to diversity, but didn't fit the adopted definition. The Curriculum Committee is recommending that the Senate reexamine the diversity requirement again. Specifically: Does the Senate feel that this local requirement is still necessary? If so, should the requirement be broadened?. Some Senators saw the requirement as a barrier rather than meeting the goal. The Curriculum Committee finds it awkward at times to emphasize one type of course over another just because it fits the diversity requirement. The ASG students at the meeting said they needed to discuss it and they also felt it could go both ways good and bad. After a discussion it was decided that this should come back to Senate as a discussion.

3. Institutional Learning Outcomes – Rebecca Eikey

Rebecca said they had their roadshows to discuss this. She said they would like to finalize this. They have a nice group on campus that have looked at this. She spoke about the survey on page 29. Lifelong learning is on there and should not it has been dropped. Page 34 and 35 there are the learning outcomes. Some were impressed how this has come along and has us think big instead of small. There was a discussion by the senators. It was decided for senators to take it back to the schools and discuss this and then we can bring this back eventually as an action item.

4. "Hypothetical Scenario" policies for Faculty Development Activities – Rebecca Eikey

At the workshop David Morse and Julie Bruno suggested as a way to train the senators so we all know what we are supposed to be doing in terms of effective participation in the college is to deal with some hypothetical scenario so we have one attached to our agenda. Rebecca started the discussion and the senators participated in discussion as to what they thought should be done. There was a good response and suggestions. Rebecca asked if they senate would like to have one of these scenarios on next agenda and they said yes. F. Action Items

1. Calendar for Curriculum and Senate for 2016/17 and 2017/18: Motion Ann Lowe, seconded Kimberly Bonfiglio. Unanimous. Approved.
2. Approval of department chair Diane Solomon, Counseling: Motion Victoria Leonard, seconded, Wendy Brill-Wynkoop. Unanimous. Approved.
3. Approval of department chair Mark Daybell, Graphic Media Design: Motion Victoria Leonard, seconded Wendy Bill-Wynkoop. Unanimous. Approved.
4. Claudia Acosta peer evaluator: Motion Teresa Ciardi, seconded Amy Shennum. Unanimous. Approved
5. Tenure committee for Jason Burgdorfer: Motion Teresa Ciardi, seconded Amy Shennum. Unanimous. Approved
6. Mike Hartunian Professional Development committee: Motion Teresa Ciardi, seconded Kimberly Bonfiglio.

G. Announcements

- Upcoming elections for spring Academic Senate President, Academic Vice President, School Senators and Department Chairs. These are for Fall 2016- Spring 2018
- Adjunct Senators election for 2016-17
- Currently there are two open adjunct Senate seats.
- Program level Assessment March 1st
- Coast Regional Consortium March 4th
- Academic Academy March 18 to 19, Sheraton Sacramento
- Area C meeting April 2 Ventura College
- 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

Dr. Buckley announced one time registration for conferences. You can do this online.

Garrett Hooper announced Mindfulness on March 18th at UCLA. He is working on registration for this. The cap is 35 and there is a fee.

H. Adjourned: 4:35 pm

CURRICULUM COMMITTEE SUMMARY

February 18th, 2016

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; 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; Stephens, Cindy – Member at Large; Solomon, Diane – Student Services

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

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
BIOSCI	221	Introduction to Microbiology	Removing BIOSCI-107/107H prerequisite, adding BIOSCI-100/100H as prerequisite.	N. Gilbert	Fall 2016
EDUC	203	Introduction to Teaching	Changing required field work/observation hours from 30 to 45 in the course description as required by C-ID descriptor. Change in field work/observation hours will not increase units of the course.	R. Marshall	Fall 2016
KPEA	103	Cardio Cross-Training	Changing to 1 unit (formerly 0.25-1 unit).	R. Fisher	Fall 2016
NC.CITZ	01	Citizenship for Naturalization	Changing hours to 36-54 lecture hours (hours incorrectly entered as 126 lecture and 126 lab last revision)	D. Stewart	Spring 2016

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
GMD	044	Introduction to Illustrator	Course will no longer be offered.	K. Jenkins	Fall 2016
GMD	047	Introduction to Photoshop	Course will no longer be offered.	K. Jenkins	Fall 2016
GMD	094L	Graphics Lab	Course will no longer be offered.	K. Jenkins	Fall 2016
GMD	097L	Multimedia Lab	Course will no longer be offered.	K. Jenkins	Fall 2016

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
MATH	130	Mathematics for Elementary School Teachers	Revised objectives and content based on C-ID reviewer requests, updated textbook.	S. Matsumoto	Fall 2016
PHILOS	102	Introduction to Eastern Religion & Philosophy	Revised SLO , revised objectives and content, updated textbooks.	C. Slattery	Fall 2016

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Studio Arts	A.A.-T Degree	Adding ART-130 to "plus three units from the following" section of the degree. No change in total units	M. McCaffrey	Fall 2016

-Motion to approve all Consent Calendar Items on the February 18th, 2016 Curriculum Committee Agenda; Motion by Cindy Stephens, second by Julie Jacobson. All in favor: Unanimous.

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
NC.CAWT	10A	Computing and Internet Fundamentals	0 units (noncredit), 21 hours lecture, new SLO.	N. Lipman	Fall 2016
NC.CAWT	10B	Word Processing Basics	0 units (noncredit), 16 hours lecture, new SLO.	N. Lipman	Fall 2016
NC.CAWT	10C	Spreadsheet Basics	0 units (noncredit), 16 hours lecture, new SLO.	N. Lipman	Fall 2016
NC.CAWT	10D	Digital Communications for the Office	0 units (noncredit), 24 hours lecture, new SLO	N. Lipman	Fall 2016
THEATR	110H	Understanding Theatre – Honors	3 units, 54 hours lecture, new SLO. Added ENGL-101/101H as recommended preparation.	P. Wickline/S. Kinabaw	Fall 2016

-Motion to approve THEATR-110H; Motion by Mary Bates, second by Anne Marenco. All in favor: Unanimous.

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Digital Office	Certificate of Competency (Noncredit)	Certificate includes NC.CAWT-10A, NC.CAWT-10B, NC.CAWT-10C, and NC.CAWT-10D. New Program SLO.	N. Lipman	Fall 2016

-Motion to approve NC.CAWT-10A, NC.CAWT-10B, NC.CAWT-10C, NC.CAWT-10D and the Digital Office Certificate of Competency; Motion by Julie Jacobson, second by Mary Bates. All in favor: Unanimous.

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
BIOSCI	221	Introduction to Microbiology	Removing BIOSCI-107/107H prerequisite, adding BIOSCI-100/100H as prerequisite. – Approved.	M. Gilbert
THEATR	110H	Understanding Theatre – Honors	New recommended preparation of ENGL-101/101H. – Approved.	P. Winkler/S. Hinchey

Discussion Items:

1. Math Department responses to changes related to AP Exam credit: The Math department met to review the changes related to credit for the Math AP exam. There were some concerns regarding the number of units awarded and the department will be meeting again tomorrow to finalize the department's recommendations.

2. Proposed meeting date of for out of discipline prerequisite committee meeting: April 14th, out of discipline prerequisite proposals would need to be submitted by March 24th. The curriculum committee members present unanimously supported the date for the prerequisite committee meeting and deadline for proposals. The curriculum chairs will review proposals, and the agenda for the April 14th meeting of the Out of Discipline Prerequisite Committee posted as per the normal Curriculum Committee agenda.

3. New course proposal for CWE-188SHRP has been removed from CurricUNET. The SHARP Program and courses have been archived effective Fall 2016.

4. New course proposal for THEATR-141B "Scene Performance" was not supported by the Curriculum Committee without changes to prerequisites.

5. The Technical Review Session scheduled for March 21st from 9:00 am – 11:00 am has been moved to 11:00 am – 1:00 pm.

6. The updated 2015 Five Year revision list was reviewed, committee member were asked to reach out to faculty in their divisions who have courses on the list that are waiting for requested changes.

New Courses Includes ISA's	1	Modified Non Credit Courses	-0-	Modified Prerequisites	1
New Programs	1	New DLA's	-0-	Deleted Courses	3
Modified Courses	2	New SLO's	6	Deleted Programs	-0-
Modified Programs	1	Modified SLO's	1	Proposals Reviewed in Technical Review Session	-0-
New Non Credit Courses	4	New Prerequisites	1	Proposals Returned from Technical Review Session	-0-

Dear Senate President,

As many of you know, the body adopted three resolutions asking local senate presidents to appoint faculty liaisons in career technical education, legislative advocacy, and noncredit. Below is an article that will be published in the upcoming *Rostrum* and is now posted on our website [here](#). As you review the article, please consider appointing a liaison to be a conduit between your local senate and the ASCCC. As the article and the resolutions note, the work on both the local and state level has grown exponentially with the addition of several initiatives, task force recommendations, and other requirements on our local colleges. By passing the resolutions, the body acknowledged the need to create mechanisms for better communication of critical issues. The Executive Committee has prepared possible expectations for the liaisons (see the links below). These expectations are only suggestions for local senates. Your liaison can do as much or as little as your local college needs to be informed. The basic responsibilities for your college liaison is to sign up on the listserv and report to your senate on critical issues of common concern.

We hope that you will immediately appoint a liaison in the three areas: career technical education, legislation, and noncredit. Please send to info@asccc.org.

Julie Adams, Ph.D.
Executive Director

Establishing CTE, Legislative, and Noncredit Liaison Positions

Julie Bruno, Vice President

In the past few years the number of new statewide initiatives and programs impacting California community colleges has increased dramatically. As a system, we have addressed the Student Success Task Force recommendations, met requirements for Associate Degrees for Transfer, and established partnerships with our K-12 and adult education colleagues, to name just a few of these activities. Many of these efforts, mandated by legislation or initiated by the Board of Governors, are envisioned in consultation with our system, business, and community partners and rely on faculty and staff at local colleges for implementation. This trend is far from over. With the Board of Governors' adoption of the recommendations of the [Task Force on Work Force, Job Creation, and a Strong Economy](#) and the enactment of legislation affecting open educational resources and basic skills instruction, the need is now even greater for faculty to be informed about and involved in statewide projects, programs, and initiatives.

With so much happening, local senates have often struggled to keep faculty informed of and engaged with statewide issues. As these initiatives and programs are implemented, senate presidents not only assist the ASCCC in finding faculty volunteers to participate in state level activities but also ensure effective faculty participation in local efforts. In response to concerns raised by faculty about the difficulty of remaining active and involved with state matters, delegates at the ASCCC's Spring 2015 Plenary Session passed three resolutions ([17.02 S15](#), [17.03 S15](#), and [17.05 S15](#)) calling for local academic senates to identify faculty liaison positions to facilitate communication between the ASCCC and local senates on CTE, legislative, and noncredit issues. Establishing these liaison positions should help to take some of the workload and pressure off of the senate presidents while having the additional benefit of ensuring that the ASCCC will have faculty within these three areas to assist in ensuring statewide faculty representation when necessary.

To provide assistance in implementing the three resolutions, the ASCCC Executive Committee approved liaison guidelines submitted by the CTE Leadership, Legislative and Advocacy, and the Noncredit Committees. The guidelines for each liaison position can be found at the links below. These guidelines are most useful when modified to fit with a local senate's organizational and governance structure.

When establishing a liaison position, local senates should consider how best to serve the needs and interests of the faculty at their local colleges. For example, a liaison position may be held by one faculty member, shared by two faculty members, or consist of a small group of faculty with one acting as the lead. Senates may also wish to include participation from faculty at the various college campuses, centers, or other locations that would enable the liaison position or positions to reach the largest number of faculty. Any of these models could be well suited to fulfilling the intent of all three resolutions, and therefore senates should choose the model that fits best with local senate policies and practices.

To facilitate the connection to the ASCCC and the CTE, Legislative, and Noncredit Committees, the ASCCC established a [listserv](#) for each liaison position. Of course, all ASCCC listservs are open to anyone who wishes to join, but we hope that these three listservs will assist the liaisons in fulfilling the specific responsibility of ensuring that his or her academic senate is informed and actively involved in the statewide CTE, legislative, and noncredit issues and efforts.

Once senates have established the three liaison positions, local senates should inform the ASCCC by email (info@asccc.org), including the name, position, and email address of the liaisons. The ASCCC will use this information to expand the listservs and allow the CTE Leadership, Legislative and Advocacy, and Noncredit Committees to reach out to their liaisons as necessary. If there are any questions regarding these positions, senate leaders should not hesitate to contact us at info@asccc.org.

[The attached article was published in the February 2016 *Rostrum*]

[CTE Faculty Liaison](#)

[Legislative Liaison](#)

[Noncredit Liaison](#)

Julie Adams, Ph.D., MBA, CAE

Executive Director

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Senate Projects:

Academic Senate (<http://www.asccc.org>)

C-ID (<http://www.c-id.net>)

School to College Articulation (<http://www.statewidepathways.org>)

Providing leadership, empowerment and voice to California community college faculty



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

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 training modules	New training module recommendations	Notes
	0. Technology baseline	Basic computer skills (with test-out option)
1. LMS 1, 2, 3	1. LMS 1, 2, 3	Updated regularly
2. "ITL" 106	2. Pedagogy course	Updated regularly
3. 508	3. 508	More robust: apply knowledge. For example, by formatting a document, creating captions, etc.
	(Above training recommended for ALL LMS users)	
None	4. Certificate Renewal every 3 years ~2 hour online training to stay certified	Updates on: -Technology -New regulations -Best practices -Reminders

Other Recommendations

- DL should develop a Faculty Handbook for Online faculty.
http://www.cabrillo.edu/services/tlc/docs/Cabrillo_DE_Faculty_Handbook.pdf
- Training should be recommended for FLEX credit. If taken for credit towards the certificate an assessment will be given.
- Basic Computer Skills Assessment list of topics has been compiled by Mindy Albee, Anne Marengo, Thea Alvarado, and Katie Coleman.
- IT should create the online basic computer skills assessment.
- 508 module should include training in actual object development, and the pedagogy course will require further development of 508 compliant objects.
- New online instructors at COC should complete our training regardless of whether or not they have been trained elsewhere.
- Experienced online faculty should be able to opt to test out of the Basic computer skills, and 508 modules.
- Instructors should be able to take outside workshops/courses to fulfill the online certificate requirements.
- No substitution should be accepted for the certificate maintenance online training. If adopted, currently certified instructors should have 1 year from adoption to fulfill this training component and should renew every 3 years.
- Institution should establish a tracking method.
- Institution should evaluate online instructors in their online courses periodically in accordance with established procedures in collective bargaining agreements.
- Training should be free to participants.
- Full-time Faculty and Adjunct Faculty should follow the same cycle.



College of the Canyons

Honors Advisory Committee Operating Procedures

I. Mission Statement

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

II. Vision Statement

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

III. Oversight

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

IV. Duties and Function

The committee will:

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

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

V. Membership

- i. The committee will be composed of members appointed by the Academic Senate president. It is suggested one faculty representative from each instructional School:
 - a. Applied Technology
 - b. Business
 - c. VAPA
 - d. Humanities
 - e. Kinesiology/PE/Athletics
 - f. Math, Science, and Health Professions
 - g. Social and Behavioral Sciences
 - h. Learning Resources
 - i. MESA representative
 - j. EOPS representative
 - k. Student Services (counselor)
 - l. Transfer Center
 - m. Student(s) representative(s)/ASG (preferably an Honors Student)
- ii. Any change in membership structure of the committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate. If a new academic division is created, it will be immediately entitled to representation within the committee.

VI. Management

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

VII. Attendance

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

BP 7221 FACULTY INTERNS

In accordance with the California Education Code Section 87487 and Title 5, Section 53500-53502, it is the intent of this policy to permit the Santa Clarita Community College District to employ professionals and graduate students enrolled in a master's or doctoral program at an accredited institution of higher education in our faculty internship program. Professionals must meet the minimum qualifications for the discipline in which they apply. Graduate students must have completed at least seventy-five percent of the course work for the master's degree or the equivalent. Graduate Students may only be assigned to teach in a discipline in which they would be legally qualified to teach upon completion of their graduate studies.

Intern assignments are initiated by the department. Faculty interns must serve under the direct supervision of a faculty mentor. Faculty interns may be employed for one semester only.

Adopted: XX/XX/XX

AP 7221 FACULTY INTERNS

1. Each fall departments will determine if they will participate in the faculty internship program.
2. The advisor mentor shall be approved by the dean overseeing that relevant academic department, with input from the department chair.
3. The department shall have sole discretion in the selection of its faculty interns.
4. Upon application to the faculty internship program, professional interns will be required to provide verification of their ability to meet the minimum qualifications for the discipline in which they are applying. Graduate Students will be required to provide transcripts documenting their progress in their applicable graduate program at a minimum of 75% complete.
5. The faculty mentor and faculty intern will receive a stipend after completing the faculty internship program requirements.
6. Faculty Interns are subject to BP and AP 5912 and shall, prior to commencement of their internship, receive confidentiality and FERPA training in accordance with that policy and procedure.

Adopted: XX/XX/XX

