College of the Canyons Academic Senate

March 23, 2017 3:00 p.m. to 4:50 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Public Comment

   This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.
3. Approval of the Agenda
4. Approval of the Consent Calendar

Academic Senate Summary for February 23, 2017 (pg. 3) and March 9, 2017 (pg.9)	Curriculum Summary March 16, 2017 (pg.15)
PR Senate Summary for Feb. 8, 2017, Feb. 22, 2017 and March 8, 2017 (pg.)20 & 21	Faculty Professional Development Summary for February 27, 2017 (pg.18)

B. Reports

1. ASCCC Legislative Committee, Wendy Brill-Wynkoop (http://pointclick.faccc.org)
2. CTE Liaison Report, Regina Blasberg (pg.21)
3. ZTC Grant Report, Regina Blasberg (pg.22)
4. Curriculum Committee Report, Lisa Hooper
5. Academic Senate President's Report, Rebecca Eikey (pg.22)

C. Action Items

1. Storage of Syllabi and Syllabus Elements (pg.23)
2. COC Global Members additional faculty appointments

Samuel Mares	Ericka Kent
A.J. Almeda	Claudia Acosta

4. Discipline Assignment for:

Robert Wonser (pg.25)	
Mary Angelino (pg.26)	Christine Iskander (pg27.)

5. Psychology and Business/Accounting Selection Committees (pg.28 & 29)
6. College Assistants, BP 5541 (pg.30)
7. Makerspace Grant Steering Committee

Jason Oliver	Jim Wolf
Lisa Malley	David Martinez
Gregory Poteat	Teresa Ciardi

D. Discussion Items

2. Resolution to Support Students in an Uncertain Political Climate, Jason Burgdorfer (pg.32)
   a. Sample resolutions from Sacramento City College (pg.33) and Allen Hancock College (pg. 34)
3. CETL Steering Committee Operating Procedures, Ron Dreiling and Brent Riffel (pg.35)
4. Deliberative Dialog on Campus, Patty Robinson
5. ASCCC Resolutions

http://www.asccc.org/events/2017-04-20-150000-2017-04-22-230000/2017-spring-plenary-session

E. Unfinished Business
1. Climate Survey
2. Consideration of Armed Presence on Campus (on going)
3. Faculty Office Assignment Policy (in Policy Review Committee)
4. Adjunct Discipline List (in HR)

F. New Future Business
Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.
1. WICHE Passport, Paul Wickline (April 20)
2. AB 798 College Textbook Affordability Act-OER Plan (May 11)
3. IEPI Indicators (May 11 and May 25)
4. Program Viability Standing Procedures

G. In Committee
Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact Michael Dermody if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 1:30 – 3:00 pm in BONH 330.

Faculty Office Allocation Policy Phase 2	Use of Cameras on Campus
Tracking of policy development	AP 7120 Recruitment and Selection
Credit by Exam, BP 4235 – Phase 2	Drone Policy
Grades BP 5900	Student Discipline

H. Announcements
- Area C Meeting March 25, East Los Angeles College
- COC's Scholarly Presentation Dr. Laurie Solis, March 30th, 2017 6:00 p.m. PAC Presentation, "Tataviam: People Who Face the Sun"
- Curriculum and Noncredit Regional Meetings, North March 31, South April 1, 2017 Crafton Hills College, Yucaipa
- ASCCC Spring Plenary April 19 – 22, 2017, San Mateo
- CTE Leadership Institute May 5 – 6, 2017, San Jose
- Building Bridges and Programs Developing and Sustaining a Culture of Noncredit, May 4-5, Sacramento
- Faculty Leadership Institute June 15 – 17, 2017, Sacramento
- Curriculum Institute July 12 – 15, Riverside

I. Adjournment

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Affairs Office at College of the Canyons at least 48 hours before the scheduled meeting.

Summary for the Academic Senate Meeting February 23, 2017

Voting Members					
Senate President	Rebecca Eikey		SBS Senator	Rebecca Shepherd	A
Vice President	Jason Burgdorfer	X	Business Senator	Gary Collis	X
Immediate Past President	VACANT		Learning Resources Senator	Erin Barnthouse	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	VACANT	
Policy Review Chair	Michael Dermody	A	At Large Senator	David Martinez – *Kelly Burke*	X
AT Senator	Regina Blasberg	X	At Large Senator	Deanna Riveira	X
MSHP Senators	Mary Bates	A	At Large Senator	Michael Sherry	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Saburo Matsumoto	X
Student Services Senator	Garrett Hooper	X	At Large Senator	Benjamin Riveira	X
Humanities Senator	Tracey Sherard	X	Adjunct Senator	Kimberly Bonfiglio	X
Kinesiology/Athletics Senator	Philip Marcellin	X	Adjunct Senator	Mercedes McDonald	X
			Adjunct Senator	Noemi Beck-Wegner	A

Non-voting Members	
Dr. Buckley	X
Lita Wangen	X
Dan Portillo	
Dr. Wilding	
Brenda Plona	

Guests	
Brian Weston	Autumn Bell
Patty Robinson	Christina Chung
Anna Jane Almeda	Teresa Ciardi
Phil Gussin	Ann Lowe
Daylene Meuschke	

A. Routine Matters

1. Call to order: 3:06 p.m.
2. Public Comment: *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.*
   Brian Weston introduced Kaitlynn Furlong the new Distance Learning Student Coordinator.
3. Approval of the Agenda: Motion to approve Wendy Brill-Wynkoop, seconded Deanna Riveira. Unanimous. Approved.
4. Approval of the Consent Calendar: Motion to approve Wendy Brill-Wynkoop, seconded by Erin Barnthouse. Unanimous. Approved.

B. Reports

1. Academic Senate President's Report, Rebecca Eikey

- Brown Act Training. Thank you to all who could attend the training yesterday. There was a lot of information and we will bring the Brown Act back as a discussion.

- Committee on Committees. Rebecca has been working with Daylene's office on a draft of the survey for the Senate. Rebecca will review the survey so she can get it out the Senate soon. Committee chairs have already been contacted about participating in the survey and requests for any modifications should be sent to Daylene's office. There is a meeting planned for February 28th 3:00 pm to 4:00 pm in Canyons Hall 201. The only other meeting for Committee on Committees that Rebecca has attended was in September and it was not defined at that meeting who the membership of the Committees on Committees would be. Rebecca was the only faculty member that was invited from the Academic Senate. Justin Hunt was invited as Classified Senate President. It is unclear to Rebecca as to why so many faculty chairs were invited to the meeting next Tuesday. These are some questions we can bring to the committee: who should be on the committee, what is their role, how frequently is the committee going to meet.
- California Pathways Project. Department Chairs and Deans should have an invitation for next Friday, March 3rd in Canyons Complete Guided Pathways Retreat. This all day 10:00 am to 2:00 p.m. This is related to California Pathways Project that we approved interest in participation in. We do not know if we will be selected yet because this is due February 28th.
- California Promise Grant. The administration had worked very quickly to put together a proposal for the California Promise Grant which was a competitive grant. COC was one of 14 schools awarded out 51 who had applied. We were awarded startup money that comes to about $670,000 for over two years. The requirement for the program to become institutionalized with support. The idea is enable more students to have access to a college degree. The proposal focused on the FYE (First Year Experience) Program. There will be an email going out soon inviting faculty who are interested in being an FYE Instructor. Chris Blakey and Graciela Martinez are the FYE coordinators. You are encouraged to reach out to them if you have questions about the program. If you are interested in being an FYE Instructor there will be training occurring this semester.
- ASCCC Rostrum. There is an article on Developing Guided Pathways on page one in the Rostrum. There is another article on Guided Pathways as related to the book Redesigning America's Community Colleges a Clear Path to Student's Success.
- SP Grading for non-credit. Satisfactory progress (SP) towards completion of a course used for non-credit. Language was changed in Title 5 to allow this new course grade description. So there will be some work with the Policy Review Committee, Curriculum Committee and all that is related to making sure we respond for our students.
- Standards and Practices Committee has been an *Ad Hoc* committee this past year with Ann Lowe leading it with the Syllabi Project. Rebecca's vision for this next coming year is for the focus to be on online course rubric's which is going to be related to the presentation we are going to have today with Autumn Bell, who will provide more about the Online Education Initiative and what does it mean to be in the Course Exchange. There was a statewide Senate resolution to passed in Fall 2015 that encouraged local Senates to perhaps develop their own online rubrics, but since the OEI already has a course rubric available with Anne Marenco will be leading a group to review that and then go from there.

- At the Board of Trustees meeting last night the board passed a resolution in support of Measure H for LA County related to support our homeless.
- There will be an IEPI PRT (Partner Resource Team) visit focusing on non-credit. Some faculty will be called on for participation in some of those meetings. There will be two visits this semester and one in the fall. There are in the process of being worked out. Some dates that were being looked at were 3/15, 3/17 and 3/22. There will additional dates for April. The focus is for us to learn as much as we so when we are moving towards implementing non-credit we can do it in a way that is more deliberate and thoughtful. It gives us access to the support funds for that work.
- Minimum Qualifications Committee. Aivee Ortega is leading this committee. She is interested in having a co-chair. She was going to reach out to counselors. They had a brief meeting last week with Aivee and HR to clarify the Senate, the Committee and HR's efforts to be sure we can all be aligned. There is still a discussion about how we are going to come forward with a table that will have description of the courses and the minimum qualifications for those courses and desirable skills.
- The Adjunct Discipline List will be coming soon. One of the topics being discussed is defining equivalency for eminence. Not many schools have defined it. What does it mean?
- More discussion MQs for CWEE and making sure we are able identify that discipline in CurricUNET.
    2. <u>Vice President's Report Jason Burgdorfer</u>
       Jason reported that they are working on our resolution to support students in uncertain political climate and we should have a first reading soon.
    3. <u>OEI (Online Education Initiative) Course Exchange, Brian Weston and Autumn Bell</u>
       Autumn Bell is here to discuss the course exchange which is part of the OEI. The goal is to do help foster online education and make sure our students are succeeding and completing the courses they need for their degrees/certificates. http://ccconlineed.org/oei-course-exchange/. The website has everything about the OEI and including information on the OEI Course Exchange:

✓ *Now in the development phase for an initial pilot launch of the registration process in fall 2016 with eight colleges, the Course Exchange component of the Online Education Initiative (OEI) will provide a seamless pathway for students to register for online courses across participating colleges without requiring students to complete separate application and matriculation processes.*
✓ *Through the Course Exchange, students who cannot get the courses they need at their home college will be able to enroll in them at another college (teaching college) that has available seats in the equivalent course via a streamlined registration process at their home college.*
✓ *This does not imply that students will complete degrees by taking courses completely online from a variety of colleges. Rather, the idea for the initial phases of the Course Exchange is that students only take courses after they have exhausted opportunities to enroll in them at their home college.*
✓ *When a college becomes a member of the OEI Consortium, the college and its faculty have the opportunity to participate in the Course Exchange. The home college is the college that establishes residency for transfer degree completion and receives credit for the degree completion and/or transfer attained. The teaching college is the college offering courses to*

students from their own and other colleges. The teaching college receives apportionment for enrollments. In the initial pilot, all colleges will participate by offering courses (teaching college) and by allowing students to register for courses across colleges (home college). At the conclusion of the initial pilot phase, other colleges will have the opportunity to become members of the consortium and be able to participate in the exchange as home and/or teaching colleges.

Right now we have 24 pilot colleges and COC is one of them. We have eight full launch colleges that are going live with the course exchange. It is about giving students access to courses that they need for success and completion. What is the exchange? The exchange has been developed by our partners in the California Community Colleges Technology Center. It is a platform that connects registration and student information system at one college with the registration and student information at another college. Once student registers with our college then the student can go into the exchange and see more courses that are available to them from other participating colleges. They can register for that course through the exchange streamlined process. They can have their financial aid combined at the home college and have their transcripts sent back for completion. Priority dates for registration are matched up with the college you are taking a course at. The FTE goes to the college that is offering the course.

There are 19 courses currently in the exchange. Not all courses can be in the exchange, but they are looking for additional courses. There is a review process to match it up and align with the course rubric. OIE will provide resources to help with the getting courses ready for the exchange.

Enrollment management will be monitoring that. You will be able to pull robust reports out of the exchange.

4. COC Global, Phil Gussin and Teresa Ciardi

There has been a movement called Comprehensive Internationalization. We try to bring international issues to the campus and to internationalize the campus. This is what COC's mission is to go ahead and help our students to be more prepared to deal with an interconnected globalized world. They are trying to encourage faculty to internationalize their curriculum that will help our students and help us as faculty as well. This has been what the committee has been working on. The committee wants to provide support to help them. At the moment the committee does not know their structure yet. Jia-Yi Levine-Cheng through the International Student Program (ISP) identified some funding to support the efforts that are already happening on campus. There are already a lot of cultural, global international things happening and the idea is just to find ways to support those and add to those. We don't know if we are going to be a taskforce or a committee. David Andrus offered to help with their structure. Right now it is just an effort. We have put out the call for participation. Jia-Yi has made it clear that ISP will be supporting the funding this will be a completely faculty driven initiative whether it becomes a taskforce or committee.

If faculty are interested, who do they contact? Phil Gussin said they will be sending out a Doodle survey. Once there is a date and time they will send it out to all faculty. Contact Teresa Ciardi, Phil Gussin or Jia-Yi Cheng if you have questions.

C. Action Items

1. Tenure Committee for 2017-18: Motion to approve Erin Barnthouse, seconded by Philip Marcellin. Unanimous. Approved
2. Reassign Time for Academic Senate: Motion to approved Wendy Brill Wynkoop, seconded by Kimberly Bonfiglio. Unanimous. Approved
3. Discipline Assignments:
   a. Guido Santi, Film Studies
   b. Nick Hernandez, Political Science
   c. Jennifer Paris, ECE
   d. Wendy Ruiz, ECE
   e. Michelle Bustillos, Culinary

   Motion to approve Lisa Hooper, seconded Deanna Riveira. Unanimous. Approved.
4. California Pathway Application: Motion to approve Senate President's signature Regina Blasberg, seconded by Garrett Hooper. Unanimous. Approved.
5. Faculty Appointments to committees: Motion to approve Kimberly Bonfiglio, seconded by Erin Barnthouse. Unanimous. Approved.

D. Discussion Items

1. Standards and Practices Committee Syllabi, Ann Lowe
   Ann went over the questions the Senate had from the last meeting. The question where to store the syllabi. Regina stated that Audrey Green said they were being stored on the server like Blade. There is an Academic Affairs access place that all the deans have access too. Files are set up there for everyone. Ann stated we have to decide if this was okay with us and what is the process getting them there? Math and Science and Health Professional (Ann Lowe) send it to the dean's office and then it is put up. Ed Tech (Regina Blasberg) stated they send them to their deans and clerical assistant and then they don't know where it goes. Social Science (Deanna Riviera) said they have a Canvas Shell and they put there and the secretary takes of it. (Philip Marcellin) they give them to the department chairs. FAPA (Wendy Brill-Wynkoop) stated they are supposed to put it in the Dropbox folder. Adjuncts do not have access so they send it to Wendy and she sends it to the dean. She does not get confirmation that it has been received she is not sure where it goes. It is fair to say that the dean gets involved. Ann said we should know where it is going because we want some consistency. (Sab) is the dean required to collect every syllabus? He said there was a problem last year where some faculty did not want to do that. It was felt once the deans or Academic Affairs has the syllabus we have no access to them. With the new technology it seems we should be able to have a place to house/store them and everyone has access. Once place one site. Some faculty do not want to send one in. Ann stated that we have to accept that we have to send the syllabus in and that it is required for accreditation. Ann stated she needs some guidance as to what they want her to do. Whatever the system is the chairs need to have access. The timeline for when the syllabi should be submitted would be by census date. Who should have access? Ann stated if you need this to do your job then you need access.

Ann went over the results and percentages from the faculty and student survey. For the next meeting Ann would like to discuss what all our colleagues for the most part said this belongs in the syllabus. This will come back for further discussion for the next meeting.

2. Faculty Office Allocation Policy

Michael could not be with us to discuss this policy. Rebecca went over it. There was some wording that needed to be changed, and there are some typos to fix. We will bring this back as Action with the changes made.

3. Armed Presence on Campus, Wendy Brill-Wynkoop

Wendy Brill attended a meeting regarding Armed Presence on Campus. She thought it was going to be a conversation about whether they were going to have armed presence on campus. The sheriff was there. They were giving a proposal about what it cost to for the sheriff to be the armed force on campus. It sounded like the decision to have guns on campus was already made. The sheriff spoke on the structure of how many sheriffs they would have on campus and then what you could afford. If we are interested, they would come and do an assessment and provide a cost for that. There would be a deputy sheriff here as much as we want and then there are security officers that would be at a lower rate. It could be 24/7 and they recommend three people and our current security people would not be utilized or supervised. Barry Gribbons would very much like to come to Senate and talk about the idea of armed security officers on campus. If we discuss this again he would like to come. The cost was in the range of a million and half to three million annually. Concern that it has already been decided to have armed presence on campus, and the discussion was just how we are going to arm the presence.

4. Climate Survey Results

This will be coming back for more discussion. Rebecca and Wendy will summarize what has been discussed.

5. Adjunct Handbook, Kimberly Bonfiglio

The senate asked Kimberly to add some contract language in and clarify for adjuncts to understand. Kimberly will make those modifications and this will come back as Action for the next meeting.

E. **Unfinished Business**
    1. Adjunct Discipline List, Aivee Ortega

F. **New Future Business**
    1. CETL Steering Committee Charter
    2. Program Viability Committee Procedures/Charter

G. **In Committee**

Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact Michael Dermody if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 1:30 – 3:00 pm in BONH 330.

Faculty Office Allocation Policy Phase 2	Use of Cameras on Campus
Tracking of policy development	AP 7120 Recruitment and Selection
Credit by Exam, BP 4235 – Phase 2	Drone Policy
College Assistants	Student Discipline

H. Announcements
  - Part Time Faculty Regional Meetings, February 24- 25, 2017, TBD
  - 2017 Instructional Design and Innovation, March 17 and 18, 301 S. Market St. San Jose, Ca 95113
  - Area C Meeting March 25, East Los Angeles College
  - Curriculum and Noncredit Regional Meetings, North March 31, South April 1, 2017 Crafton Hills College, 11711 Sand Canyon Road, Yucaipa, CA 92399
  - Spring Plenary April 19 – 22, 2017, 1770 South Amphlett Blvd., San Mateo, CA 94402
  - CTE Leadership Institute May 5 – 6, 2017 San Jose Marriott, 301 S Market St., San Jose, CA 95113
  - Faculty Leadership Institute June 15 – 17, 2017 Sheraton Sacramento, 1230 J Street, Sacramento, CA 95814
  - Curriculum Institute July 12 – 15, Riverside Convention Center
I. Adjourned: 5:10 p.m.

Summary for the Academic Senate Meeting March 9, 2017

Voting Members					
Senate President	Rebecca Eikey	X	SBS Senator	Rebecca Shepherd	A
Vice President	Jason Burgdorfer	X	Business Senator	Gary Collis	X
Immediate Past President	VACANT		Learning Resources Senator	Erin Barnthouse	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Chelley Maple	A
Policy Review Chair	Michael Dermody	X	At Large Senator	David Martinez	X
AT Senator	Regina Blasberg	X	At Large Senator	Deanna Riveira	X
MSHP Senators	Mary Bates	X	At Large Senator	Michael Sherry	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Saburo Matsumoto	A
Student Services Senator	Garrett Hooper	X	At Large Senator	Benjamin Riveira	X
Humanities Senator	Tracey Sherard	X	Adjunct Senator	Kimberly Bonfiglio	X
Kinesiology/Athletics Senator	Philip Marcellin	X	Adjunct Senator	Mercedes McDonald	X
			Adjunct Senator	Noemi Beck-Wegner	X

Non-voting Members	
Dr. Buckley	X
Lita Wangen	X
Aaron Silverman	X
Dr. Wilding	
Amy Mori	X

Guests	
Jim Schrage	David Brill
Kelly Burke	Ann Lowe
Christina Chung	Tricia George
Patty Robinson	

A. Routine Matters
1. Call to order: 3:05 p.m.
2. Public Comment: *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda.   No action will be taken. Speakers are limited to three minutes.* Erin Barnthouse announced that the funding for the AB 798 Textbook Affordability Grant funds came through so they will be presenting here soon about this.
3. Approval of the Agenda: Rebecca made two modifications to the approval of the agenda. She pulled under unfinished business Consideration of Armed Presence on Campus to discussion and she pulled the Academic Summary for February 23rd from the consent calendar. Michael Dermody moved to approve the agenda as modified, seconded by Lisa Hooper. Unanimous. Approved.
4. Approval of the Consent Calendar. Motion to approve the Consent Calendar with Curriculum summary for February 16th and March 2nd, the Policy Review Committee and CASL Report. Michael Dermody motioned to approve the consent calendar with the tabling the Senate summary for February 23rd because there is some clarification that we need to make on the summary. Seconded by Deanna Riveira. Unanimous. Approved.

B. Reports
1. <u>Academic Senate President's Report, Rebecca Eikey</u>
- Campus Forum/Deliberative Dialogue Training was held on March 3, 2017. This was organized by Patty Robinson with support from an AAC&U's Bringing Theory to Practice (BTtoP) Campus Dialog Grant (http://www.bttop.org/grants-funding/campus-dialogue-grants)
   - o Facilitators: Alberto Olivas, ASU; Jay Theis, Lone Star College – Kingwood – their work is supported by Kettering Institute
   - o National Issues Forums - https://www.nifi.org/

   Question from Patty: Can you ask folks what day/time they think would work best to hold a 3-hour dialogue? (This would include time for refreshments, dialogue, and discussion of potential solutions.) I am looking at the weeks of either May 8th or 15th; however, do you think that is too late in the semester?
- Online Education Initiative (OEI) & Online Course Rubrics – Anne Marenco and a small group of faculty (along with Chloe McGinley in the Distance Education Department) have reviewed the OEI Online Course Evaluation Rubric – the rubric used for courses that would like to be considered for part of the Course Exchange. This group is working to develop a checklist of recommended best practices for online courses. [Note: The checklist and rubric are not for evaluation of *faculty*, as that is negotiated.]
- Advocacy – Faculty Association for California Community Colleges (FACCC) Advocacy Conference & Legislative Visits – Wendy Brill, and I took two ASG students, Tabitha Kumar & Amy Mori to Sacramento on March 6-7, 2017. We met with a staff member in Assemblyman Tom Lackey's office, as well as staff members in Senators Henry Stern's and Scott Wilk's office. Key topics we discussed were:
   - o Increased general funding for community colleges and increased funding for full-time faculty.
   - o Protection for our undocumented students -AB 21 (Kalra) and SB 68 (Lara).
   - o Support for our homeless, food-insecure students -AB 214 (Weber).
   - o Support for increased access for students for mental health services, including professional develop training for faculty.
   - o Support for AB 204 (Medina) – due process related to those students who lose their BoG fee waivers.

2. Vice President's Report, Jason Burgdorfer

   Jason met with Eric Harnish today and he expressed that the Board of Trustees is interested in a resolution similar to the one the Senate would like to do related to immigration and campus Climate in Uncertain Political Times in the US. They are working on a draft of that and he hopefully will be presenting that to us at the next Senate meeting. We can either adopt something similar or go our own ways.

3. Facilities and Filming, Jim Schrage

   Civic Center – Changes to Filming Facility Use Requests Over the Last 2 Years

   1. No filming allowed the first 3-4 weeks of a semester.
   2. No filming allowed in Instructional areas during finals.
   3. No film crew parking allowed in lots that are normally near capacity – varies by day of the week.
   4. Plan potential filming directly with the affected Instructors prior to agreeing to the event. Take the lead in finding and implementing the alternative solutions so as to neutralize any potential pitfalls during the event.
   5. If there are substantial operational challenges to the event request, ask the Production Companies if they'd like to help out the students by making a charitable contribution to the Foundation for student Scholarships or? They've always been very supportive.
   6. Filming area notifications are sent as soon as received from the Production Company; attempt to receive and notify a min. of 24 hours prior to the event, but generally not possible due to the 'creative' process of the industry.
   7. Notifications are now sent to all on-campus staff, be they full or part-time.
   8. A 'Filming Hotline' has been established for immediate resolution to potential and/or negative situations regarding the filming production.
   9. We now assign a full-time staff member with the crew during shooting, forcing them to adhere to their own schedule, which had been previously agreed to and distributed.
   10. We now share 2-way radios with the Production companies, allowing us to work much more effectively during the event. Communications and responses, along with immediate decision-making capabilities, have prevented many potential conflicts.
   11. We have and continue to revoke Production Company requests who have performed poorly on a prior event.

4. ASG Report, Amy Mori

   Current Executive Vice President for Student Government.

   - The issue they are running to is that students are concerned about the immigration. This topic has been coming up a lot. Student government does not have a lot of information to give out to the students that are concerned. On March 30th the student government will be partnering up with the International Students and hoping the Political Science as well, to hold a workshop for students talking about the Dream Act and what the new administration might mean for college students. They are hoping to invite college representatives from other colleges to hopefully answer any questions they may have. All are welcomed.
   - Student government is starting their election period and heading into promotional season. The student government is hoping to reach out to the faculty here. They want to come to classes to recruit possible numbers for next year's board. They are looking at only two officers returning. Everyone else is transferring out.

- The joint Board of Trustees meeting is March 22. They are hoping to give an update as far as what events they have planned. They have a full list planned out for the next few months. If anyone has any suggestions for educational topics or collaborations, especially athletics please let them know.

C. **Action Items**

1. Adjunct Handbook, with modifications. Motion to approve Wendy Brill-Wynkoop, Seconded by Erin Barnthouse. Unanimous. Approved.
2. Senator at Large, Chelley Maple. Motion to approve Kimberly Bonfiglio, seconded by Mary Bates. Unanimous. Approved.
3. Career Counselor Selection Committee. Motion to approve Michael Dermody, Seconded by Garrett Hooper. Unanimous. Approved.
4. *Ad hoc* Standards & Practices Committee - Online Course Rubrics. Motion to approve Deanna Riveira, seconded by Erin Barnthouse. Unanimous. Approved.

D. **Discussion**

1. Consider of Armed Presence on Campus

   Wendy gave a short version of the meeting she attended about three weeks ago. She felt the meeting was a decision on the cost of what it would cost to have armed presence on campus. We have two security officers from COC here with some concerns about what was said in the agenda/summary of February 23rd. The officers felt that hiring the Sheriff Department could potentially push them out their jobs. The gentlemen who came have worked with the police department for many years. The security officer said the Sheriff Department would have minimally trained unexperienced officers on campus with no law enforced experience, no tactical experience and no experience dealing with high stressed individuals. In the security office here on campus we have 32+ years to 4 years' experience with law enforcement. They have all the benefit and training on their side and were hired because they have that experience. The decision to bring armed presence on campus has not been made, but if the college decides to do this, then our security staff feel they are the most qualified for that assignment. A question was raised about the job description. If this were to happen and it has not happened as of yet, then HR would have to make changes to the job description for the security on campus. A policy would have to be written for the security officers. The timeline is June of this year to for the Chancellor to make a decision. Wendy also stated that Barry Gribbons would like to visit Senate to discuss this.

2. Standards and Practices Committee Syllabi, Ann Lowe

   The survey links are on the agenda for a reference. On page 21 of the agenda is a condensed version of what the elements are and the feedback that have been received related to the faculty survey and the student survey. Ann read through the minutes and asked for modification of clarity. The summary was pulled from February 23rd to make this modification and will come back to the March 23rd meeting. Ann summarized where she thinks we are with this. This project came about because we wanted to make sure syllabi had all the requirements elements for Accreditation. The second reason was that wanted to be sure the syllabi could be viewed easily to collect data and reports to make we are in compliance with Accreditation. The third reason is that we wanted to recommend best practices for syllabi that will support student learning. This is a common practice nationwide. From our last meeting we did decided we want to have a common storage. We also decided that anyone who needed to do their job would have access to this storage. We also need to decide on common required/recommended elements for

syllabi. The focus is on student learning and making sure that the syllabus is a useful tool for students as they go through the course. The list of elements have been identified based on the comparison of what our faculty believed were essential elements for syllabi and what students believed according to the survey results. After a discussion it was decided to bring this back as an action item for March 23rd and vote.

3.   College Assistant Policy, Michael Dermody

All policies are going to be reviewed on a 5- year review cylce. When this policy was originally created, we did not have non-credit students. This is just stating that non-credit students could be eligible to work as college assistants. The policy was reviewed in College Policy Council and that committee made some general modifications. This policy defines criteria to be a college assistant. There were a couple of modifications that the senate asked the committee to make:

- define "passing grade" so that SP could be included;
- change the term "prior" to "sequential" as noncredit classes can be offered in same term;
- define noncredit hours so that it matches 6-unit credit requirement for financial aid;
- What is the intent of 5541.2e? What if the student is not enrolled in 6-units of credit, but less than 6-units and enrolled in noncredit? Would they not qualify?

This policy will come back as Action Item.

4.   Brown Act, Wendy Brill

In the agenda, we have links to the PowerPoint presentation and other resources from the Brown Act workshop held on February 22nd. Mary Dowell, Attorney with Liebert Cassidy Whitmore, Statewide Experts/Customized Solutions, gave the workshop. Mary Dowell stated at the beginning of the workshop that Ed Code is permissive so if it doesn't say you can't do it then you can do it. The Brown Act is not the same. The Brown Act is very specific. It was created so that is transparency related to decisions of legislative bodies. The Academic Senate has to follow the Brown Act because we are given our authority by the Board of Trustees. So if there is a legislative body, like an elected board, then they have to follow the Brown Act. If they delegate authority to another body either through action of a resolution which is how the Senate was created or it could even be less formal (or verbal), then that body must follow the Brown Act. In the workshop, quorum was discussed. It was specified that the body cannot take Action unless a majority of the voting members were present. The question that we never really got a clear understanding of was related to the idea of the sub-committees of the senate and whether they are required to follow the Brown Act. We did not get advisory on this. The senators thought it would be a great idea to have Mary Dowell come and speak on the Brown Act to Senate and give guidance. Christina Chung will check with Mary Dowell and see if that is a possibility. The senate would give her some questions they have regarding the Brown Act and sub committees.

5.   Climate Survey Results, Rebecca Eikey and Wendy Brill

There was feedback and recommendations from four open meetings held last semester. Lisa Hooper wanted to comment how the appearance of campus facilities can affect climate. So the suggestion for a separate survey on campus facilities is a good idea. How are facilities maintained? This is a question they would like to know the answer of. Amy Mori stated that the bathrooms in the student center don't appear to be cleaned at all. PE has one hand blow dryer is not working. It was stated to remove the blowers and bring back the paper towels for they are more sanitary than the air blower. Dr. Buckley stated that Work Orders need to be put in and he signs off on them. However, he has not seen anything put in related to these concerns. Another

idea that was written was writing a resolution on bullying and that it would not be tolerated. Training sessions on bullying was suggested. Patty Robinson stated she could get a workshop for students on bullying that she can bring to the campus. How do we get a third party survey to happen in spring this year? We might have to look at other survey. Patty Robinson and Dr. Buckley will get some information from other colleges and share with the senate.

E. Unfinished Business
1. Adjunct Discipline List, Christina Chung
   Instead of bringing them all to us they will be bringing the current ones to Senate first winter and spring and then bring the Fall in fall because that is a bigger list. .
2. Resolution to Support Students in an Uncertain Political Climate – Jason Burgdorfer is working on this with a small group of faculty.
3. Faculty Office Assignment Policy, with modifications – Michael Dermody is following up with facilities and computer support regarding specific topics in that policy.

F. New Future Business
1. CETL Steering Committee Charter
2. Program Viability Committee Procedures/charter

G. In Committee

Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact Michael Dermody if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 1:30 – 3:00 pm in BONH 330.

Faculty Office Allocation Policy Phase 2	Use of Cameras on Campus
Tracking of policy development	AP 7120 Recruitment and Selection
Credit by Exam, BP 4235 – Phase 2	Drone Policy
College Assistants	Student Discipline
Grades BP 5900	

H. Announcements
- 2017 Instructional Design and Innovation, March 17 and 18, 301 S. Market St. San Jose, Ca 95113
- Area C Meeting March 25, East Los Angeles College
- Curriculum and Noncredit Regional Meetings, North March 31, South April 1, 2017 Crafton Hills College, 11711 Sand Canyon Road, Yucaipa, CA 92399
- Spring Plenary April 19 – 22, 2017, 1770 South Amphlett Blvd., San Mateo, CA 94402
- CTE Leadership Institute May 5 – 6, 2017 San Jose Marriott, 301 S Market St., San Jose, CA 95113
- Faculty Leadership Institute June 15 – 17, 2017 Sheraton Sacramento, 1230 J Street, Sacramento, CA 95814
- Curriculum Institute July 12 – 15, Riverside Convention Center

I. Adjourned: 5:05 p.m.

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Affairs Office at College of the Canyons at least 48 hours before the scheduled meeting.

March 16th, 2017   3:00 pm – 5:00 pm   Bonelli Hall 330

Members Present: Patrick Backes – Curriculum & Articulation Coordinator (Non-voting); Erin Barnthouse – Learning Resources; Mary Bates – Mathematics, Science and Health Professions; David Brill – Visual and Performing Arts; Tricia George – Humanities; Audrey Green – Administrative Co-Chair; Lisa Hooper – Faculty Co-Chair; Rhonda Hyatt – Kinesiology, Physical Education & Athletics; Susan Ling – At-large member; Anne Marenco – Social and Behavioral Sciences; Saburo Matsumoto – At-large member; Rebekah Villafana – Adjunct Representative

Members Absent: Steve Erwin – Admissions and Records (Non-voting); Cindy Stephens – At-large member; Lori Young – Business

NEW COURSE PROPOSALS – DISCUSSION OF NEED				
The following new course proposals will be discussed at this meeting with the authors of the proposals to determine the need of adding the course to our curriculum. The course outline will not be reviewed at this meeting.				
Subject & Number	**Title**	**Rationale for New Course Proposal**	**Author**	**Effective**
FIRETC-210A FIRETC-210B FIRETC-210C FIRETC-210D FIRETC-210E FIRETC-211A	-Company Officer 2A: Human Resource Management for Company Officers. -Company Officer 2B: General Administrative Functions for Company Officers. -Company Officer 2C: Fire Inspections and Investigation for Company Officers. -Company Officer 2D: All-Risk Command Operations for Company Officers. -Company Officer 2E: Wildland Incident Operations for Company Officers. -Instructor I: Instructional Methodology.	New course for the "Fire Service Management" Associates Degree. This course is one of six courses in the new California State Fire Marshal's Company Officer program that starts in December 2016. This program and its courses will replace the current "Fire Officer" courses. These courses will allow us to continue to meet the career development needs of our Fire Technology students.	K. Kawamoto	TBD
NC.CONS-100A NC.CONS-100B	-Introduction to Construction Technology (Structural) --Introduction to Construction Technology (Non-Structural)	Noncredit course for Back-on-Trac program.	E. Arnold	TBD

-Motion to adopt the need for and conduct a full review of NC.CONS-100A & NC.CONS-100B; Motion by Mary Bates, second by Rebekah Villafana. All in favor: Unanimous.
-Motion to adopt the need for and conduct a full review of FIRETC-210A, 210B, 210C, 210D, 210E, and 211A; Motion by Julie Jacobson, second by Mary Bates. All in favor: Unanimous. The full review of these courses will not commence until the program modification for the Fire Technology In-Service Degree is submitted.

NEW COURSE PROPOSALS – FINAL READ				
The need for the following new course proposals were approved at the October 20th 2016 & March 2nd 2017 Curriculum Committee meetings. These course outlines were reviewed through a technical review process and will now be reviewed by curriculum committee. The authors are not required to attend this meeting to represent these new course proposals.				
Subject & Number	**Title**	**Description of Action**	**Author**	**Effective**
~~GMD-104~~	~~Graphic Design for Web and Social Media~~	~~3 units, 36 lecture hours, 54 lab hours,~~ **new SLO's (2).**	~~M. Daybell~~	~~TBD~~
~~GMD-107~~	~~Multimedia for Web and Social Media~~	~~3 units, 36 lecture hours, 54 lab hours,~~ **new SLO's (2).**	~~M. Daybell~~	~~TBD~~
KPEI-285A	Intercollegiate Tennis	3 units, 162 activity hours, May be taken 4 times, **new SLO.**	H. Fisher	TBD
~~KPEI-285B~~	~~Off-Season Tennis Training~~	~~2 units, 108 activity hours, May be taken 4 times,~~ **new SLO's (2).**	~~H. Fisher~~	~~TBD~~

-Motion to approve KPEI-285A; Motion by Rhonda Hyatt, second by Erin Barnthouse. All in favor: Unanimous.

TECHNICAL CHANGES – CONSENT CALENDAR				
The following items are being approved as technical changes and will not be reviewed during this committee meeting. The authors of the following items are not required to attend this meeting.				
Subject & Number	**Title**	**Description of Action**	**Author**	**Effective**
ARCHT-095	LEED Green Associate Test Preparation	**Changed title.** (Formerly LEED Green Associate (GA) Test Preparation).	J. Oliver	Fall 2017
BUS-126	Managing Diversity in the Workplace	**Adding DLA.** DLA was reviewed and approved by DLA reviewer.	N. Faudree	Spring 2017
BUS-132	Negotiation and Conflict Resolution	**Adding DLA.** DLA was reviewed and approved by DLA reviewer.	N. Faudree	Spring 2017
COMS-100	Process of Communication	Adding Hybrid option to previously approved DLA.	M. Bates	Fall 2017

MODIFIED COURSES – CONSENT CALENDAR

The following modified courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, in technical review sessions on March 6th & 10th by the following curriculum committee members: Lisa Hooper, Rhonda Hyatt, Cindy Stephens, Julie Jacobson, Susan Ling, Tricia George, Erin Barnthouse, and Rebekah Villafana. These courses will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
ARCHT-110	Architectural Drafting I	Revised description, **revised SLO's (2)**, revised objectives & content, updated textbook.	D. Minarsch	Fall 2017
ARCHT-190	Design II – Space Planning	Revised description, **revised SLO's (2)**, revised objectives & content, updated textbook.	D. Minarsch	Fall 2017
GEOL-101L	Physical Geology Lab	**Changed number (formerly GEOL-100).** Revised description, **revised SLO**, revised objectives & content, updated textbook.	J. Burgdorfer	Fall 2017
HIST-210	History of California	Revised objectives & content, updated and added textbooks. **Added DLA.**	C. Tripp	Fall 2017
HIST-212	History of the Middle East	Revised objectives & content, revised textbooks.	B. Riffel	Fall 2017
ID-110	Architectural Drafting I	Revised description, **revised SLO's (2)**, revised objectives & content, updated textbook.	D. Minarsch	Fall 2017
ID-190	Design II – Space Planning	Revised description, **revised SLO's (2)**, revised objectives & content, updated textbook.	D. Minarsch	Fall 2017
ID-217	Advanced Residential Interior Design Studio	**Changed title.** Revised description, **revised SLO's (2)**, revised objectives & content, updated textbook. **Added ARCHT/ID-084 as prerequisite.**	D. Minarsch	Fall 2017
NC.BCSK-050	Test Taking Skills	Revised description, **revised SLO**, revised objectives.	S. Prier	Fall 2017
NURSNG-093	Success in maternal Newborn and Pediatric Nursing	Revised objectives & content, revised textbooks.	T. Waller	Fall 2017
NURSNG-130	Nursing Clinical Practice	Revised objectives & content, added textbooks.	T. Waller	Fall 2017
PHYSIC-101	Introduction to Physics	**Added DLA.**	D. Michaels	Summer 2017
POLISC-210	Model United Nations	Revised objectives & content, lowered class size to 20.	P. Gussin	Fall 2017
SOCI-137	Statistics for the Social Sciences	Revised description, **Revised SLO**, revised objectives & content, updated textbooks.	A. Marenco	Fall 2017

MODIFIED PROGRAM PROPOSALS – CONSENT CALENDAR

The following programs are being modified as a result of the newly approved courses on this agenda and modified program proposals. These program modifications will not be reviewed during this committee meeting, and the authors of the following program are not required to attend this meeting.

Program	Degree/Certificate	Description of Action	Author	Effective
~~Graphic & Multimedia Design – Graphic Design~~	~~Certificate of Achievement~~	~~Adding GMD-104 & GMD-107 to required courses.~~ **~~Total units required increased to 28 (formerly 22 units).~~**	~~M. Daybell~~	~~Fall 2017~~
~~Graphic & Multimedia Design – Multimedia~~	~~Certificate of Achievement~~	~~Adding GMD-104 & GMD-107 to required courses.~~ **~~Total units required increased to 28 (formerly 22 units).~~**	~~M. Daybell~~	~~Fall 2017~~
Interior Design	A.S. Degree	Adding ID-105 & ID-106 restricted electives section. No change it total units.	J. Oliver	Fall 2017
Interior Design	Certificate of Achievement	Adding ID-105 & ID-106 restricted electives section. No change it total units.	J. Oliver	Fall 2017

INSTRUCTIONAL SERVICE AGREEMENT (ISA) COURSE PROPOSALS – CONSENT CALENDAR

The following courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, through a technical review process. These courses will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
LEPD-018	Use of Force Update	0.25 units, 6 lecture hours, 3 lab hours, **new SLO's (2). New prerequisite of LEPD-100 or Equivalent Skills.**	C. Theil	Summer 2017
LEPD-055	Building the Community Leader	1.5 units, 30 lecture hours, 10 lab hours, **new SLO's (2). New prerequisite of LEPD-100 or Equivalent Skills.**	C. Theil	Summer 2017
LEPD-075	Field Training Officer Update	Modification: Increased maximum hours to 32 lecture hours, course now 0.25 – 1.50 units. Revised description, **revised SLO**, revised objectives and content.	C. Theil	Summer 2017
LESD-042	Leadership Mentoring and Ethics	0.15 units, 8 lecture hours, **new SLO. New prerequisite of LEPD-100 or Equivalent Skills.**	M. Caprioli	Summer 2017

NEW/MODIFIED PREREQUISITES – CONSENT CALENDAR

The following is a summary of new prerequisites that was reviewed in a technical review session and recommended for approval as part of the Consent Calendar of this agenda. The authors of the following new and modified prerequisites are not required to attend this meeting.

Subject & Number	Title	Suggested Enrollment Limitation	Author
ID-217	Advanced Residential Interior Design Studio	Added ARCHT/ID-084 as prerequisite.	D. Minarsch
LEPD-018	Use of Force Update	New prerequisite of LEPD-100 or Equivalent Skills.	C. Theil
LEPD-055	Building the Community Leader	New prerequisite of LEPD-100 or Equivalent Skills.	C. Theil
LEPD-075	Field Training Officer Update	New prerequisite of LEPD-100 or Equivalent Skills.	C. Theil
LESD-042	Leadership Mentoring and Ethics	New prerequisite of LEPD-100 or Equivalent Skills.	M. Caprioli

NEW DISTANCE LEARNING ADDENDUMS – CONSENT CALENDAR

The following is a summary of new Distance Learning Addendums (DLA's) that were reviewed in technical review sessions and recommended for approval as part of the Consent Calendar of this agenda. The authors of the following new DLA's are not required to attend this meeting.

Subject & Number	Title	Type of Delivery	Author
BUS-126	Managing Diversity in the Workplace	100% Online, Hybrid	N. Faudree
BUS-132	Negotiation and Conflict Resolution	100% Online, Hybrid	N. Faudree
HIST-210	History of California	100% Online, Hybrid	B. Riffel
PHYSIC-101	Introduction to Physics	100% Online, Hybrid	D. Michaels

Motion to approve all items on the 03/16/2017 Consent Calendar with the exception of the Graphic Design and Multimedia Certificates of Achievement Program Modification; Motion by David Brill, second by Erin Barnthouse. All in favor: Unanimous.

New Courses – Includes ISA's	5	Modified Non Credit Courses	1	Modified Prerequisites	1
New Programs	-0-	New DLA's	4	Deleted Courses	-0-
Modified Courses	13	New SLO's	6	Deleted Programs	-0-
Modified Programs	2	Modified SLO's	14	Proposals Reviewed in Technical Review Session	22
New Non Credit Courses	-0-	New Prerequisites	4	Proposals Returned from Technical Review Session	4

Discussion Items:

- Chairs Reports.
  - The Noncredit PRT (Partnership Resource Team) visit is scheduled for Tuesday April 11th. The PRT team will help assess current noncredit curriculum and practices.
  - eLumen trainings and curriculum revision workshops. An eLumen training session will be held on a non-curriculum committee Thursday. Additional trainings will be set up for any committee member who is unable to make the Thursday training. 2 – 3 curriculum revision workshops will be scheduled on Fridays during the spring semester for faculty to come work on their curriculum revisions while receiving training on using eLumen. All course revisions should be to stage 7 by April 15th or risk not being reviewed by the committee the academic year.

- Policies and Procedures.
  - Feedback requested for the Revised Curriculum Committee Policies and Procedures. A draft of the revised policies and procedures was sent to the curriculum committee members as well as posted in Google docs for a working copy. The committee members were asked to review the draft and provide suggestions for revisions through the Google document by Friday March 24th.

- Audit Trail.
  - With the switch to eLumen and the updating of the curriculum committee policies and procedures, the committee chairs felt this would be a good time to update the curriculum audit trail. It was suggested that the audit trail be shortened to a 5-stage audit trail versus the current 7-stage audit trail. Suggestions were given on the proposed 5-stage audit trail during this meeting, and a final draft of the revised audit trail will be shared at the March 30th, 2017 Curriculum Committee meeting.

Faculty Development Committee February 27, 2017, Meeting Summary
By Nicole Faudree, Co-Chair

Members Present: Leslie Carr (Director), Sandy Carroll, Teresa Ciardi (Chair) Chris Cota, Alexa Dimakos, Nicole Faudree (Chair), Brandon Hilst, Susan Ling, KC Manji, Galeen Roe, Gregory Shrout, Diane Sionko, Cindy Stephens,

Others Present: Abram Antler (adjunct) & Kim Bonfiglio (visitor).

- The committee honored valued member Kevin Jenkins by observing a moment of silence.
- Mehgan Andrade and Nicole Faudree recognized as being Senate approved co-chairs.
- Committee voted to approve of the consent calendar of all pre-approved activities and faculty proposals approved by chair during winter.
- The committee unanimously voted to add department meetings and parenting workshops from Foster and Kinship Care program to the pre-approved FLEX list.
- The committee discussed whether course coordinated meetings would qualify for FLEX. The committee tabled the discussion due to time and not being on the agenda, but reiterated that all SLO loop-closings would qualify for FLEX credit.
- Leslie and Galeen reported out from the December 8th Academic Senate meeting. The Senate approved the Spring 2017 FLEX schedule. There was a question about full-time tenure track faculty evaluations should be awarded FLEX since adjunct and tenured evaluations receive FLEX credit.
- Faculty will review the New Guidelines and Operating Procedures as well as the Faculty proposal forms at the next meeting.

Approved Workshop Proposals

Number	Submitted By	Type of Proposal	Notes
1	Leslie Burnett FT – English	Independent Project 20.5 hours	
2	Jim Lorigan FT – Art	Independent Project 15 hours	
3	Adam Kempler FT – English	Independent Project 15 hours	
4	Dave Brill Jeff Baker Jennifer Overdevest MEA	Collaboration 10 hours	
5	Heidi McMahon FT – Chemistry	Collaboration 1 hour	
6	Lucia Pozo-Gravatt FT – Modern Languages	Conference 7 hours	
7	Eric Arnold FT – Welding	Conference 6 hours	
8	Dustin Silva	Conference	

	Ambika Silva FT – Math	10 hours	
9	Matt Teachout FT - Math	Conference 7 hours	
10	Lee White FT – Photography	Non-COC Provider 6 hours	
11	Julie Lawson FT – Music	Conference 20 hours	
12	Mary Powell Adj – English Alexa Dimakos FT - English	Conference 20.5 hours 14 hours	
13	Alexa Dimakos FT – English	Conference 9.5 hours	
14	Anne Powell Adj – TLC	Conference 9 hours	
15	Vincent Devlahovich FT – Earth Sciences	Conference 13 hours	
16	Victoria Leonard FT – Communication Studies	Conference 20.5 hours	
17	Ron Dreiling FT – English	Conference 18 hours	
18	Karyl Kicenski FT – Communication Studies	Conference 20 hours	
19	Christine Hirst Adj - Astronomy	Conference 9 hours	
20	Kathy Kubo FT – Math	Non-COC Provider 5 hours	
21	Michael McCaffrey FT – Art	Conference 18 hours	
22	Jeremy Goodman Adj – Math	Conference 9 hours	
23	Tammy Mahan FT – Psychology	Conference 6 hours	
24	Phylise Smith FT – Dance	Non-COC Provider 1 hour	

Approved Faculty Proposals for Professional Development Hours (Flex Credit)

Patti Haley	Terror Strikes in San Bernardino	Non-COC Provider
Patti Haley	Holy Cross CE- Peds Dest/Stroke	Non-COC Provider
Jason Oliver	Greenbuild 2016	Conference
Jason Oliver	SCEEC Green STEM Summit	Conference
Barry Morinaka	Section 508 Training	Non-COC Provider
Anne Marenco	Sociology Syllabi Workshop	Workshop Presentation
Phylise Smith	Experience Guinea	Conference
James Gilmore	Hybrid Courses in Math	Workshop Presentation

Program Review Committee Summary for the meeting on 02/08/17

1. The composition and scheduling of the eLumens spec planning work group was discussed. Workgroup consists of four faculty from the PR committee, Barry Gribbons, Daylene Meuschke, and representatives from the Business services department. Workgroup will meet every other Thursday afternoon for four hours until May to design how program review will look and function in eLumens. During summer 2017 the specs would be built out in eLumens with the goal of piloting select program in the new system during the Fall of 2017.
2. The topic of peer review of academic program review was reintroduced. The committee expressed support for restarting the efforts to establish a peer review process at COC. The procedures and rubrics used in the peer evaluation process of program reviews will be worked on by the committee during the Spring 2017 semester.

Program Review Committee Summary for the meeting on 02/22/17

1. The committee's bylaws and operating procedures were review and updated were made. The committee will vote on the updated documents on the March 8th meeting.
2. An update from the eLumens Feb 16th spec planning work group meeting was provided. The work group went through the existing program review module and discussed what we would like to keep and what needs to change. Some highlights included:
   a. establishing a process for rolling budget requests mid-year
   b. eliminating the ranking of requests into 1, 2, 3, 4… and instead have three groups in addition to forced costs (High Priority, Intermediate Priority, and Low Priority/Don't Fund).
   c. eliminate repurposing of funds for items not in program review
   d. embedding the activity planning forms digitally into the budget planning module
3. Planning was restarted for initiating a peer review process of academic program review. The committee addressed outstanding questions from the last time the peer review process was an active topic of the committee. These questions included: Who would the peers be? How many program review would a peer look at? How often would each program review be peer reviewed? What the peer review rubric look like? These questions will continue to be address that the next program review committee meeting.

Program Review Committee Summary for the meeting on 3/8/2017

1. Committee only had time to discuss further and edit its operating procedures. The bylaws will return to the next meeting for approval by the committee and then will sent forward for senate approval. Next committee meeting in late March will focus on the peer review process and discuss results of the CASL committee survey as it pertains to the PR committee operations.

CTE Liaison Report   March 23, 2017   Regina Blasberg

- CTE Senate Subcommittee – Given the ongoing impacts of DWM funding and other CTE Initiatives, plans are moving forward to create a CTE Senate Subcommittee. The new committee by-laws will be brought to the senate for review and the first meeting will be scheduled for late April or early May.

- CTE Director – A new CTE Director, Harriet Happel, has been hired and is scheduled to start sometime in mid-April.

- DWM Update – Marketing – Websites – A contract with Robin Spurs is now in place to support the development and updating of CTE websites for the 26 DWM programs. Additionally, labor market data will be provided on each program homepage. Daylene is working on a template for this data and her office will be responsible for updating and maintaining the data. Other student career tools and information from the State Chancellor's office including CCC My Path (https://cccedplan.org/resource-kit/student-services-portal) and the Here to Career mobile app (https://foundationccc.org/What-We-Do/Workforce-Development/Here-to-Career-Mobile-App) will also be integrated as they become fully available. – Videos – A contract with Sean McCulley from MudTurtle Productions is now in place to support the development of CTE program marketing videos. The first video project is a universal marketing video for all 26 programs that can be used in the local movie theaters. – Other Marketing – The marketing firm hired by the State Chancellor's office will provide additional templates and resources to each region this summer. Additionally, some of our local DWM funding has been set aside for other marketing resources that will specifically target individual programs.

- DWM Funding Update – The DWM funding has been used to hire full time faculty in 6 areas: Nursing, Computer Networking, Construction Technology, Culinary Arts, Business, and Technical Theater. There have been ongoing meetings with the Chair of each area to discuss the DWM data that was used to prioritize these positions and the ongoing data and metrics that will be required as a result of the funding. Looking into developing work plans for each department so we can track outcomes. Additional meeting(s) (possibly at a future IAC meeting) will be held with other CTE Chairs to discuss their data and future program funding opportunities. – Ongoing DWM Funds – The College will continue to receive DWM funding each year. However, it is still unclear what the total amount of the funding will be as the funding model will change to include a 17% factor that is based on how well the institution is meeting its metrics. What that means is still being determined at the statewide level and Barry Gribbons is on the statewide committee. At the last SCCRC (South Central Coast Regional Consortia) meeting, it was reported that the statewide committee is considering a hybrid model point system. Colleges would earn points for things like increasing course enrollments, increased student earnings 6 months out, 1 year out, etc. and these points would be translated into dollars. Additionally, SCCRC keeps a portion of the regional DWM funds for regional projects. A regional steering committee makes decisions

regarding which projects will be funded and Audrey Green sits on this committee. This year it was decided that funding would be provided to each college in the region to hire a Job Developer.

- LinkedIn – A DWM funded pilot project. The College is looking at the possibility of contracting with LinkedIn to assist with student employment placement and as a means for tracking student employment.

Code Alignment Project – Four CTE programs have been selected to participate in the Code Alignment project: CAWT, Business, MEA, and Architecture. The purpose of the project is to review the codes assigned to the courses and programs in these areas to insure they accurately represent the disciplines and are consistent with similar programs for data reporting in tools like Salary Surfer, Data Mart, and the LaunchBoard. This project will also look at the alignment of codes across systems including TOP, CIP, SOC, and SAM. The College is moving forward with this process and will be scheduling both a webinar and a face-to-face meeting yet this semester. Further information on the project can be found here: *http://bit.ly/CodeAlignmentPilot*

ZTC Grant Report   March 23, 2017   Regina Blasberg

- ZTC Grant Funding – Although it is likely that COC (James Glapa-Grossklag) will be a fiscal agent for the grant, so far we still have not received funds from the State Chancellor's office.

- Textbooks – The water program is moving forward with the development of the texts and ancillary materials.

- Conferences – The ZTC grant committee is already looking at future conference presentation opportunities.

Academic Senate President's Report, Rebecca Eikey
- Update on BOT Meeting 3/22/17
    - o I have concerns about how the district is following the policy development process as outlined in the Decision Making Guide, Appendix H.
- California Pathways Project
    - o COC has been advanced to the interview stage of the California Guided Pathways application process. We have an interview scheduled for Friday, March 24 from 8-9am. They ask that only five people be on the call. Of the five on the call they require the Chancellor/President, Academic Senate President (or designee), and three other individuals (e.g., student services, instruction and institutional research).
    - o Goals of the California Pathways Project and Commitment
        - ▪ Customize and replicate the National Guided Pathways Project model
        - ▪ 15-20 CCCs will be selected to participate
        - ▪ Four Pillars of Guided Pathways: Clarify the path, enter the path, stay on the path and ensure learning

- Attend six institutes, two-day institutes (September and November 2017, February and September 2018 and January and September 2019) with Hotel and meals covered by the CA Guided Pathways
- Under the fiscal agency of the Foundation for California Community Colleges with support from College Futures Foundation, the Bill & Melinda Gates Foundation and the Teagle Foundation
    - ○ Finalists notified by April 15-20

Storage of Syllabi and Syllabus Elements

BACKGROUND

In the [2014 Comprehensive Institutional Self Evaluation for Accreditation](#), the following Actionable Improvement Plan was created:

> *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 records, the College will implement a system for reviewing* and storing accurate syllabi for every class.*

To help address this Actionable Improvement Plan and in consideration of ACCJC 2014 Accreditation Standard II.A.3, the Academic Senate appointed a small group of faculty to an *Ad Hoc* Standards and Practices Committee.

> 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*.

Their task was to develop recommendations for the storage of syllabi and to identify elements of syllabi that should be standard for the institution. The *Ad Hoc* Standards and Practices Committee reviewed nationwide practices, peer-reviewed research journals, and enlisted the help of our Institutional Research Office to conduct two surveys:

1. [Syllabus Survey of Faculty Spring 2016](#) Research Brief #119
2. [Syllabus Survey of Students Fall 2016](#) Research Brief #128

*Note: The committee recommends that "reviewing" is to be done only in the context to identify evidence as needed to support assertions for required reports for accreditation. It is not to be construed as relate to examining individual faculty syllabi outside of the normal evaluation process as defined in the COCFA and AFT contracts.

SYLLABUS STORAGE

From discussions in Academic Senate, it appears there are inconsistencies with how course syllabi are being collected. Currently, Academic Affairs collects course syllabi with the assistance of the Instructional Deans who vary in their collection method. It is expected and understood from Standard

II.A.3, that syllabi are given to students the first day of each term, however in order to address the Actionable Improvement Plan, the Academic Senate recommends the following:

1. Syllabi be collected in a consistent manner across all Academic Schools.
2. Syllabi be stored in a readily accessible and searchable repository.
3. The deadline for submission to the repository is the Census date (for both regular length and short-term offerings).

SYLLABUS ELEMENTS

Ideally, the syllabus is a description and plan for a course and should facilitate student learning. Thus, the course syllabus forms the backbone of a course offering:

> "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." (Habanek, DV. *An Examination of the Integrity of the Syllabus*, College Teaching, 2005; 53:62–4)

As such, the Academic Senate recommends the following elements for all course syllabi:

Required:	Strongly Recommended	Recommended	Optional**
College Name	Instructor(s) Name	Course Description	Academic Integrity
Official Course Title	Office Hours and Location	Missed Exam Policy	Course Objectives
Course Prefix and Number	Instructor(s)' Contact Information	Grade Scale to Determine Final Grade	Department Grading Policies
Term	Schedule and Location(s) of Class Meeting(s)	List of Graded Assignments and Value in Relation to Final Grade	Units
Section Number(s)		Late Policy for Assignments	Outline of all Content covered in course
SLO(s)		Absence/Tardy Policy	Prerequisites
		List of Class Meetings & Relevant Assignments	Submission Policy
		Schedule Change Policy	Revision of Assignments Policy
			Classroom Courtesy
			Add/Drop Deadlines

** *There may be additional Optional items to consider, such as lab safety or information about field trips.*

The Academic Senate further recommends that common Addendum of Services be created and accessible on the Academic Affairs webpage.

HUMAN RESOURCES OFFICE

Date: March 3, 2017

To: Rebecca Eikey
            President, Academic Senate

From: Linda Clark
            Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Robert Wonser

The following information is provided for discipline assignment:

Robert Wonser

Robert Wonser has been hired as full-time Sociology Instructor effective start date 01/30/17. The minimum qualifications for Sociology Instructor are:

- Possession of an <u>unexpired</u> California Community College Instructor Credential in Sociology
- Master's degree in Sociology
- Bachelor's degree in sociology **AND** a Master's degree in anthropology, and ethnic studies, social work, or psychology
- Equivalency Option #1

The following information is provided for Robert Wonser for discipline assignment:

- Master degree in Sociology from California State University, Northridge
- Bachelor's degree in Business Administration/Marketing from California State University, Northridge
- Associate of Arts in Business Administration and Computer Applications from Antelope Valley College
- 19 years teaching experience in Sociology at Antelope Valley College, California State University, Northridge, California Lutheran University, Los Angeles Community College District, Ventura County Community College District, College of the Canyons

Based on the above education and experience, it would appear that Robert Wonser qualifies for the discipline of:

- Sociology

HUMAN RESOURCES OFFICE

Date: March 3, 2017

To: Rebecca Eikey
             President, Academic Senate

From: Linda Clark
             Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Mary Angelino

The following information is provided for discipline assignment:

<u>Mary Angelino</u>

Mary Angelino has been hired as full-time English Instructor effective start date 01/30/17. The minimum qualifications for English Instructor are:

- Possession of an <u>unexpired</u> California Community College Instructor Credential in English
- Master's degree in English, literature, comparative literature or composition
- Bachelor's degree in any of the above AND Master's degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism
- Equivalency Option #1 or 2.

The following information is provided for Mary Angelino for discipline assignment:

- Master of Fine Arts degree in Creative Writing from University of Arkansas
- Bachelor's degree in English from California State University, Northridge
- Associate of Arts in English from College of the Canyons
- 5 years teaching experience in English at University of Arkansas and Northwest Arkansas

Based on the above education and experience, it would appear that Mary Angelino qualifies for the discipline of:

- English

HUMAN RESOURCES OFFICE

Date: March 3, 2017

To: Rebecca Eikey
             President, Academic Senate

From: Linda Clark
             Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Christine Iskander

The following information is provided for discipline assignment:

Christine Iskander

Christine Iskander has been hired as full-time English Instructor effective start date 01/30/17. The minimum qualifications for English Instructor are:

- Possession of an <u>unexpired</u> California Community College Instructor Credential in English
- Master's degree in English, literature, comparative literature or composition
- Bachelor's degree in any of the above AND Master's degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism
- Equivalency Option #1 or 2.

The following information is provided for Christine Iskander for discipline assignment:

- Master's degree in Comparative and General Literature from University of Edinburgh (evaluation from Josef Silny & Association, Inc.)
- Bachelor's degree in Comparative Literature from University of California Irvine
- 4 years teaching experience in English at Citrus College and Mt. San Antonio College

Based on the above education and experience, it would appear that Christine Iskander qualifies for the discipline of:

- English

Psychology

SELECTION COMMITTEE MEMBERSHIP

Position:	Psychology Instructor (ACA16-258)	Closing Date:	March 15, 2017

1. Administrator/Supervisor of position to be filled (may or may not serve on screening/interviewing committee and may or may not serve as a voting member); Hiring Committee should determine voting status of Supervising Administrator

Name:	Paul Wickline	Position/Title:	Dean, School of Social and Behavioral Sciences

2. Committee Chair:

Name:	Deanna Riveira	Position/Title:	Psychology Professor

3. Faculty member(s) from Department/Division* selected by Division Chair or designee:

Name:	Rebecca Shepherd	Position/Title:	Psychology Professor
Name:	Tammy Mahan	Position/Title:	Psychology Professor
Name:	Michelle LaBrie	Position/Title:	Psychology Professor
Name:	Mehgen Andrade	Position/Title:	Psychology Professor
Name:	Rick How	Position/Title:	Psychology Professor

4. Faculty member outside Division selected by Academic Senate President

Name:	Julie Jacobson	Position/Title:	Counselor

5. Others (outside experts, etc.

Name:		Position/Title:	

6. Selection Committee Representative (Advisory Vote):

Name:	Paul Wickline	Position/Title:	Dean, School of Social and Behavioral Sciences

_____

Committee Chair's Signature/Date

_____

Academic Senate President's Signature/Date

_____

Division Dean's Signature/Date

_____

Human Resources Signature date

Business/Accounting

SELECTION COMMITTEE MEMBERSHIP

Position:	Business/Accounting Instructor (ACA16-261)	Closing Date:	March 15, 2017

1. Administrator/Supervisor of position to be filled (may or may not serve on screening/interviewing committee and may or may not serve as a voting member); Hiring Committee should determine voting status of Supervising Administrator:

Name:	Mr. Russell Waldon, Esq.	Position/Title:	Dean, School of Business

2. Committee Chair:

Name:	Ms. Nicole Faudree, Esq.	Position/Title:	Paralegal Studies Professor

3. Faculty member(s) from Department/Division* selected by Division Chair or designee:

Name:	Mr. Bob Maxwell	Position/Title:	Accounting Professor
Name:	Mr. Stan Wright	Position/Title:	Business Professor
Name:	Ms. Diane Sionko	Position/Title:	Business Professor
Name:	Pierre Etienne	Position/Title:	French Professor

4. Faculty member outside Division selected by Academic Senate President:

Name:	Ms. Diana Stanich	Position/Title:	Physical Education Professor

5. Others (outside experts, etc.)

6. Selection Committee Representative (Advisory Vote):

Name:	Mr. Russell Waldon, Esq.	Position/Title:	Dean, School of Business

_____   _____

Committee Chair's Signature/Date   Division Dean's Signature/Date

_____   _____

Academic Senate President's Signature/Date   Human Resources Signature date

BP 5541 – College Assistants

~~Definition and Conditions~~

5541.1 Definition

The Santa Clarita Community College District will employ students, currently attending classes at the District, for support, assistance, and tutoring positions. Such student workers ~~personnel~~ and the positions they hold will be known as College Assistants. Such students, employed for a specific assignment, will not be part of the classified service, regardless of the length of their employment.

5541.2 Conditions of Employment

The employment of College Assistants will immediately terminate if any of the following conditions of employment is breached:

5541.2.a – Minimum Units

- Except as listed below, College Assistants are required to maintain a minimum of six College of the Canyons' units, at all times during their employment (exceptions to the required unit minimum may be made by the Dean with administrative responsibility for student employment).
- **Non-credit students must be currently enrolled in a Career Development and College Preparation (CDCP) certificate program course and must have successfully completed (with a passing grade) the prerequisite CDCP course in the ~~prior~~ sequence ~~term~~,**

5541.2.b – Minimum Cumulative GPA

- College Assistants are required to maintain a minimum of 2.0 cumulative GPA, for their College of the Canyons earned units, at all times during their employment.
- **Non-credit students must be currently enrolled in a Career Development and College Preparation (CDCP) certificate program course and must have successfully completed (with a passing grade) the prerequisite CDCP course in the ~~prior~~ sequence ~~term~~,**

5541.2.c – Minimum Semester GPA

- College Assistants are required to have a minimum of 2.0 GPA at College of the Canyons, in each semester during their employment.
- **Non-credit students must be currently enrolled in a Career Development and College Preparation (CDCP) certificate program course and must have successfully completed (with a passing grade) the prerequisite CDCP course in the ~~prior~~ sequence ~~term~~,**

5541.2.d College Assistants are restricted from concurrently occupying any other position in other classifications at the District.

5541.2.e Credit status will take precedence for students enrolled in both credit and non-credit courses.

5541.3 Maximum Work Hours:

College Assistants may work up to a maximum of twenty (20) hours per week while classes ~~or finals~~ are in session. During the summer sessions, and during breaks between instructional periods when no classes ~~or finals~~ are scheduled and during recess periods within a semester, College Assistants may work up to thirty-seven and one-half (37.5) hours a week. College Assistants are not allowed to earn overtime hours. No College Assistant shall work in excess of the standard 7.5 hour workday or 37.5 work week ~~under any circumstances~~. Exceptions may be made by the appropriate area administrator.

To work as a College Assistant during the Summer, students must be enrolled in at least three (3) units during any Summer session, or either have been enrolled in at least six (6) units during the previous Spring semester, or be enrolled in at least six (6) units for the upcoming Fall semester, **or be enrolled in a non-credit class in a certificate program during summer or the previous term**.

To work as a College Assistant during the Winter intersession, students must be enrolled in at least three (3) units during that session, or either have been enrolled in at least six (6) units during the previous Fall semester, or be enrolled in at least six (6) units for the upcoming Spring semester, **or be enrolled in a non-credit class in a certificate program during the winter or the previous term.**

Students found culpable of violating District policy 5529 (Student Conduct Code) may be barred from securing and holding employment with the District.

5541.4 Fingerprints and Tuberculosis:

College Assistants working at the District's Child Development Center (CDC) must undergo fingerprinting and Tuberculosis testing prior to the start of employment. **Proof of other immunizations may be required**. Clearances must be secured prior to the first day of employment.

DRAFT College of the Canyons Academic Senate

Resolution in Support of Students

Whereas, reports of possible policy, legislation, and/or executive order changes following the United States Presidential election have caused many in the college community fear regarding the consequences of such changes; and

Whereas, colleges and universities across the United States have declared themselves as safe havens for all people and sanctuaries for undocumented students;

Resolved, that the College of the Canyons Academic Senate affirm our commitment to the social justice mission of the community colleges, whose doors are open to all regardless of economic standing, race, ethnicity, gender identity, sexual orientation, religious beliefs, immigration status, disability, or other actual or perceived categories of difference;

Resolved, that the College of the Canyons Academic Senate will stand in defense of our most vulnerable students and fellow employees, including people of color, women, LGBTQA+ people, Muslims and Arabs (and those perceived to be Muslims or Arabs), people with disabilities, Native/Indigenous people, and undocumented persons; and

Resolved that College of the Canyons Academic Senate reaffirm its commitment to the values of inclusion, diversity, unity, open discussion, and success for *all* students, and urge the Santa Clarita Community College District Board of Trustees to do the same; and

Resolved, that the College of the Canyons Academic Senate calls upon the Board of Trustees to declare that the Santa Clarita Community College District is a safe haven for all people regardless of their status in this Country.

Sacramento City College Academic Senate
Commitment to the Social Justice Mission of Community Colleges
Passed 12-6-2016

Whereas, reports of possible policy, legislation, and/or executive order changes following the United States Presidential election have caused many in the college community fear regarding the consequences of such changes; and

Whereas, colleges and universities across the United States have declared themselves as safe havens for all people and sanctuaries for undocumented students;

Resolved, that the Sacramento City College Academic Senate affirm our commitment to the social justice mission of the community colleges, whose doors are open to all regardless of economic standing, race, ethnicity, gender identity, sexual orientation, religious beliefs, immigration status, disability, or other actual or perceived categories of difference;

Resolved, that the Sacramento City College Academic Senate stand in defense of our most vulnerable students and fellow employees, including people of color, women, LGBTQA+ people, Muslims and Arabs (and those perceived to be Muslims or Arabs), people with disabilities, Native/Indigenous people, and undocumented persons; and

Resolved, that the Sacramento City College Academic Senate call upon our Board of Trustees to declare the Los Rios Community College District and all of its colleges safe havens for all people, and sanctuaries for undocumented students.

ACADEMIC SENATE

OF ALLAN HANCOCK COLLEGE

RESOLUTION SUPPORTING DIVERSITY, UNITY, AND UNDOCUMENTED STUDENTS

Whereas, Allan Hancock College has students who are undocumented immigrants, many of whom are experiencing fear and anxiety for themselves or their family members;

Whereas, UC, CSU, and CC leaders have issued a joint statement* opposing the president- elect's threat to end the DACA (Deferred Action for Childhood Arrivals) program, under which more than 700,000 young people who were brought to the U.S. without documentation as children have registered with the federal government in exchange for temporary relief from the possibility of deportation and a two-year renewable work permit;

Whereas, Allan Hancock College has a proud history of embracing members of the college community irrespective of race, ethnicity, religion, gender, gender identity, sexual orientation, citizenship, abilities and political views;

Whereas, rigorous inquiry demands multiple and often competing perspectives, and as faculty and academics we have an obligation to ensure that the greatest variety of viewpoints is brought to bear on the issues before us as scholars and citizens;
Resolved: That the Academic Senate of Allan Hancock College reaffirm its commitment to the values of inclusion, diversity, unity, open discussion, and success for *all* students, and urge the District to do the same; and

Resolved: That the Academic Senate of Allan Hancock College urge the District to issue a public statement in line with Chancellor's Office recommendations** to the effect that:

- The District police department will not detain, question or arrest any individual solely on the basis of (suspected) undocumented immigration status.
- The District will not cooperate with any federal effort to create a registry of individuals based on any protected characteristics such as religion, national origin, race or sexual orientation.
- No confidential student records will be released without a judicial warrant, subpoena or court order, unless authorized by the student or required by law.

Adopted Dec. 6, 2016

* *California Community Colleges Join UC and CSU to Ask President-elect Trump to Preserve Deferred Action for Childhood Arrivals (DACA).* CCCCO Press Release, Nov. 29, 2016.

**California Community Colleges Chancel/or's Office Provides Guidance Related to Undocumented Students. CCCCO Press Release, Dec. 5, 2016.

Center for Excellence in Teaching and Learning (CETL) Steering Committee Operating Procedures

MISSION STATEMENT

The College of the Canyons Center for Excellence in Teaching and Learning (CETL) is an organization for the promotion and implementation of a wide range of professional development opportunities for teachers. The CETL is responsible for recruiting and training experienced teachers who can share their skills with others.

COMMITTEE DUTIES, FUNCTIONS, AND PROCEDURES

The committee is charged with these responsibilities, including:
- Recruiting and training experienced teachers who can share their skills with others.
- Offering a collection of course-length workshops, including a 54-hour Skilled Teacher Certificate, and other professional development programs that promote the improvement of teaching.
- Developing the content and schedule for instructional improvement workshops

I. Membership
   a. The committee shall be comprised of representatives from each academic division.
   b. All committee members must be current tenured, tenure-track, or adjunct faculty.
   c. There shall be no limits to how many members can serve on the committee
   d. Members are appointed by the President of the Academic Senate.
   e. Members are expected to serve a minimum of one full academic year, but may resign from committee service at any time.
   f. Members may be removed from the committee for non-performance by a majority vote of the other active committee members with the approval of the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend three (3) or more consecutive meetings and has simultaneously failed to participate in collaborative work with the other committee members in reviewing proposals and other committee duties.

II. Oversight
   a. The committee will regularly provide updates to Academic Senate.
   b. The committee will regularly consult with Academic Affairs.

III. Responsibilities of the Committee Chair(s)
   a. Serve a two-term
   b. Provide an annual committee status report to the Academic Senate by the end of every spring semester, including committee membership for the following academic year.
   c. Recruit and manage committee membership.

    d. Meet a minimum of once per semester with the Director of Professional Development for program evaluation including: planning, budgeting, implementation, and assessment.
    e. Schedule committee meetings and develop meeting agendas in coordination with Academic Affairs and key constituents.
    f. Facilitate committee discussion of faculty proposals for workshops and training opportunities.

IV. Responsibilities of Committee Members
    a. Attend regularly scheduled committee meetings, and advise coordinators.
    b. Vote to approve, deny, or request information regarding program offerings.
    c. Identify relevant and meaningful training content for faculty.
    d. Identify possible presenter/speakers for CETL events.
    e. Function as a link between faculty and CETL.
    f. Evaluate CETL sessions/events regarding their benefit to faculty.

V.   Meetings
    a. The committee will meet monthly, during the second week of each of the following months: September, October, November, February, March, April, and May.
    b. Meeting dates and times for the following academic year will be finalized by the last meeting of the current academic year.
    c. For the planning purposes, the Faculty Development Coordinators will meet weekly, and monthly with Academic Affairs leadership.

VI.   Procedures
    a. A simple majority vote of the committee is considered for proposed motions during the academic year. Proposals are evaluated as follows:
        i. Approve
        ii. Deny
        iii. Need more information
        iv. Hold – postpone evaluation to next meeting
    b. The committee will adhere to all relevant college policy, state, and federal regulations, including, but not limited to Academic Senate mandates, and the Brown Act.
    c. Meeting agendas will be disseminated prior each steering committee meeting, and notifications of upcoming meetings will be provided at least one week prior to a meeting.
    d. 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.