



# College of the Canyons Academic Senate

March 9, 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)
  - Curriculum Summary for February 16, 2017 (pg. 10)
  - Curriculum Summary for March 2, 2017 (pg. 13)
  - Policy Review Committee for February 17, 2017 (pg. 15)
  - CASL Report February 22, 2017 (pg. 16)

## B. Reports

1. President's Report, Rebecca Eikey
2. Vice President's Report, Jason Burgdorfer
3. Facilities and Filming, Jim Schrage
4. ASG Report, Tabitha Kumar

## C. Action Items

1. Adjunct Handbook, with modifications (pg. 17)
2. Senator at Large, Chelley Maple
3. Career Counselor Selection Committee (pg. 19)
4. Ad Hoc Standards & Practices Committee, Anne Marengo, Chair, Online course Evaluation Rubric

## D. Discussion Items

1. Standards and Practices Committee Syllabi (pg. 21)
 

[https://www.canyons.edu/Offices/AcademicSenate/Documents/SyllabusSurveySpring2016\\_119\\_09\\_16.pdf](https://www.canyons.edu/Offices/AcademicSenate/Documents/SyllabusSurveySpring2016_119_09_16.pdf)

[http://www.canyons.edu/Offices/AcademicSenate/Documents/SyllabusStudentSurveyFall2016\\_128\\_12\\_16.pdf](http://www.canyons.edu/Offices/AcademicSenate/Documents/SyllabusStudentSurveyFall2016_128_12_16.pdf)
2. College Assistant Policy, Michael Dermody (pg. 22)
3. Brown Act, Wendy Brill
 

<https://www.canyons.edu/Offices/Chancellor/Presentations/Public%20Meeting%20Law%20and%20PRA%20workbook%20Education%208-2016.pdf>

<http://www.canyons.edu/Offices/AcademicSenate/Documents/college%20of%20the%20canyons%202-22-17%20Public%20Meeting%20Law%20and%20PRA%20CCD%20slides%20PPT%20SHOW.pdf>
4. Climate Survey Results (pg. 24)

<http://www.canyons.edu/Offices/AcademicSenate/Documents/307%20Climate%20Survey%20Spring%202016%20Narrative%20and%20Appendices%20%281%29.pdf>

#### **E. Unfinished Business**

1. Adjunct Discipline List, Aivee Ortega
2. Consideration of Armed Presence on Campus (on going)
3. Resolution to Support Students in an Uncertain Political Climate (3/23)
4. Faculty Office Assignment Policy, with modifications (3/23 agenda)

#### **F. New Future Business**

1. CETL Steering Committee Charter (3/23)
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. 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 – <i>Kelly Burke</i>	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 Agenda: 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 28<sup>th</sup> 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 3<sup>rd</sup> 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 28<sup>th</sup>.
- 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 of 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 Marengo 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. Vice President's Report Jason Burgdorfer

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. OEI (Online Education Initiative) Course Exchange, Brian Weston and Autumn Bell

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 Senate: Motion to approved Wendy Brill Wynkoop, seconded by Kimberly Bonfiglio. Unanimous. Approved
3. Discipline Assignments: 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.

Elements: where do the institutional requirements come from? Can't we meet accreditation if you don't have it in the syllabi? We are looking for a common addendum. 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 and they were giving a proposal about what it cost 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 sheriff's 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. Felt more like the discussion was already decided it 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.

# CURRICULUM COMMITTEE SUMMARY

February 16<sup>th</sup>, 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; Steve Erwin – Admissions and Records (Non-voting); 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 Marengo – Social and Behavioral Sciences; Saburo Matsumoto – At large member; Cindy Stephens – At large member; Rebekah Villafana – Adjunct Representative, 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
THEATR-150	Introduction to Lighting Design	Rationale: The course was archived for several years. It is being brought back for inclusion in a technical theatre certificate. Also, as a C-ID course it can be used in the AA-T for Theatre.	C. Boltz	TBD

-Motion to adopt the need for and conduct a full review of THEATR-150; Motion by Julie Jacobson, second by Mary Bates. All in favor: Unanimous.

## NEW COURSE PROPOSALS – FINAL READ

The need for the following new course proposals were approved at previous curriculum committee meeting. 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
AUTO-110	Diesel Engines	3 units, 36 hours lecture, 54 hours of lab. <b>New SLO's (2).</b>	G. Sornborger	Fall 2017
AUTO-111	Diesel Fuel Systems	3 units, 36 hours lecture, 54 hours of lab. <b>New SLO's (2).</b>	G. Sornborger	Fall 2017
CMPNET-281	CCNA: Wireless	3.5 units, 54 hours lecture, 27 hours lab. <b>New SLO's (2). New prerequisite of CMPNET-152 or CMPNET-157 or Cisco CCNA Certificate. New DLA.</b>	L. Hilliard	Fall 2017

-Motion to approve AUTO-110, AUTO-111, and CMPNET-281; Motion by Mary Bates, second by Rhonda Hyatt. All in favor: Unanimous.

## TECHNICAL CHANGES – CONSENT CALENDAR

The following items are being approved as a technical change 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-240	Architectural Design Portfolio	Changing prerequisite of ARCHT-084 to recommended preparation.	J. Oliver	Fall 2017
ART-116	Asian Art History	<b>Changing number to ART-116</b> (formerly ART-130) to better align with other Art History course numbers.	M. McCaffrey	Fall 2017
ID-219	Interior Design Portfolio	Changing prerequisite of ID-084 to recommended preparation.	J. Oliver	Fall 2017
NC.ESL-1A	Beginning Low A	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017
NC.ESL-1B	Beginning Low B	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017
NC.ESL-2A	Beginning High A	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017
NC.ESL-2B	Beginning High B	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017
NC.ESL-3A	Intermediate Low A	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017
NC.ESL-3B	Intermediate Low B	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017
NC.ESL-4A	Intermediate High A	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017
NC.ESL-4B	Intermediate High B	Reducing to 60 – 80 hours (formerly 100 hours).	H. Maclean	Summer 2017

## MODIFIED PROGRAM PROPOSALS – CONSENT CALENDAR

The following programs are being modified as a result of the newly approved courses, and an updated Program SLO. 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
Automotive Technology	A.S. Degree	Moving AUTO-094, 104, 105, 106 to new “plus nine units form the following” electives section. Adding AUTO-110 & 111 to electives section.	G. Sornborger	Fall 2017
Automotive Technology	Certificate of Achievement	Moving AUTO-094, 104, 105, 106 to new “plus nine units form the following” electives section. Adding AUTO-110 & 111 to electives section.	G. Sornborger	Fall 2017

Computer Networking	A.S. Degree	Adding ESYST-101 to Program Requirements, removing "Plus four units form the following" section", Adding CMPNET-176 & 177 as option to CMPNET-166, and CMPNET-178 & 179 as option to CMPNET-167, Removing CMPSCI-122 & 182 from recommended electives, and adding ESYST-111, 112, & 113 to recommended electives. No change in total units required.	L. Hilliard	Fall 2017
Computer Networking	Certificate of Achievement	Adding ESYST-101 to Program Requirements, removing "Plus four units form the following" section", Adding CMPNET-176 & 177 as option to CMPNET-166, and CMPNET-178 & 179 as option to CMPNET-167, Removing CMPSCI-122 & 182 from recommended electives, and adding ESYST-111, 112, & 113 to recommended electives. No change in total units required.	L. Hilliard	Fall 2017
Fire Technology Pre-Service	A.S. Degree	Moving FIRETC-109 from electives to required course, changing electives section to 6 units. No change in total units	K. Kawamoto	Fall 2017
Fire Technology Pre-Service	Certificate of Achievement	Moving FIRETC-109 from recommended elective to required course, <b>Total units increased to 26.</b>	K. Kawamoto	Fall 2017
Network Associate	Certificate of Specialization	Revised Program SLO to "Design, implement, maintain, and troubleshoot Cisco network infrastructure devices".	L. Hilliard	Fall 2017
Sociology	A.A. Degree	Adding SOCI-107 & SOCI-130 to "Plus twelve units from the following" section of the degree. No change in total units. No change in total units required. <i>This change was incorrectly noted as going into the "Plus three units from the following" section on the 10/20/2016 summary.</i>	A. Marengo	Fall 2017
Sociology	A.A.-T Degree	Adding SOCI-107 & SOCI-130 to "Plus three units from the following" section of the degree. No change in total units required.	A. Marengo	Fall 2017

#### NEW/MODIFIED PREREQUISITES - CONSENT CALENDAR

The following is a summary of new prerequisites that were 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	Type of Delivery	Author
CMPNET-281	CCNA: Wireless	New prerequisite of CMPNET-152 or CMPNET-157 or Cisco CCNA Certificate.	L. Hilliard

#### NEW DISTANCE LEARNING ADDENDUMS - CONSENT CALENDAR

The following is a summary of new Distance Learning Addendums (DLA's) that were 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 DLA's are not required to attend this meeting.

Subject & Number	Title	Type of Delivery	Author
CMPNET-281	CCNA: Wireless	Online/Hybrid, 100% online	L. Hilliard

-Motion to approve all items on the 02/16/2017 Consent Calendar with the exception of the Computer Networking AS Degree and Certificate of Achievement Program Modification; Motion by David Brill, second by Julie Jacobson. All in favor: Unanimous.

#### Discussion Items:

##### Chairs Reports

Welcome Back! Committee Goals for Spring:

- Become proficient with eLumen
- Conduct eLumen trainings for faculty (probably after Spring Break)
- Become confident in evaluating Non-Credit proposals
- Explore electronic technical review
- Get our peers ACTIVE on their 5-year revisions
- Update our Policies & Procedures and submit to Senate by end of April
- Committee Chairs' Goals for Spring:
- Define the role and scope of the Program Viability committee in terms of curricular considerations – avoid duplication of work!
- Develop flow charts depicting how courses and programs should be submitted and to which body (Program Viability or Curriculum)
- Prepare for Audrey's retirement (Yay, Audrey ☺!) – articulation, grant-funded initiatives, and pathways work must be learned by others for smooth transition

PRT (Partnership Resource Team) through IEPI (Institutional Effectiveness Partnership Initiative) coming to college soon – meeting with DVH next Wed., 2/22, to finalize dates

- Ostensibly to work on the development of NC curriculum
- My goal was to have a team of curriculum experts help to evaluate ALL our processes and provide feedback for best practices

Changes at the Chancellor's Office may make curriculum approval processes more efficient; need clarification

Remind faculty that NC is limited in its scope to areas defined in Ed Code:

NONCREDIT	AB 86 / AB 104 (AEBG)	CDCP
<ul style="list-style-type: none"> <li>• ESL</li> <li>• Basic Skills</li> <li>• Short-term vocational</li> <li>• Workforce Preparation</li> <li>• Immigrant education</li> <li>• Courses for adults w/ substantial disabilities</li> <li>• Parenting</li> <li>• Programs for older adults</li> <li>• Family and consumer sciences</li> <li>• Health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• ESL</li> <li>• Basic Skills*</li> <li>• Short-term vocational</li> <li>• Workforce preparation</li> <li>• Immigrant education</li> <li>• Courses for adults with disabilities</li> <li>• Parenting</li> <li>*may include supervised tutoring, high school diploma or equivalency, and classes for adults helping students</li> </ul>	<ul style="list-style-type: none"> <li>• ESL</li> <li>• Basic Skills*</li> <li>• Short-term vocational</li> <li>• Workforce preparation</li> <li>*may include supervised tutoring, high school diploma or equivalency</li> </ul>

Data element CB22 is used to designate a course as CDCP (Career Development or College Preparation):

- A - English as a Second Language (ESL)
- C - Elementary and Secondary Basic Skills
- I - Short-term Vocational
- J - Workforce Preparation: In the areas of basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training.

So please remind faculty that *not every course, or subject*, fits into NON-CREDIT and the only way to qualify for enhanced funding is to create a certificate that meets the aforementioned criteria. Do not comment on workload or the scheduling of these classes; those are questions to direct to the office of Instruction, not us!

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

# CURRICULUM COMMITTEE SUMMARY

March 2<sup>nd</sup>, 2017

3:00 pm – 5:00 pm

Bonelli Hall 330

## Curriculum Committee Members

**Members Present:** Patrick Backes – Curriculum & Articulation Coordinator (Non-voting); Erin Barnhouse – Learning Resources; Mary Bates – Mathematics, Science and Health Professions; David Brill – Visual and Performing Arts; Steve Erwin – Admissions and Records (Non-voting); 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 Marengo – Social and Behavioral Sciences; Saburo Matsumoto – At large member; Cindy Stephens – At large member; Rebekah Villafana – Adjunct Representative, 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
ART-230	Introduction to Ceramics	Rationale: Developing new art curriculum, CSU transferable GE: C1, C-ID ARTS-240.	M. McCaffrey	TBD
KPEI-285A	Intercollegiate Tennis	Rationale: New Intercollegiate Sport per Program Review	H. Fisher	TBD
KPEI-285B	Off-Season Tennis Training	Rationale: Off-Season course for new Intercollegiate Sport per Program Review	H. Fisher	TBD

-No vote was taken on the ART-230 proposal; the proposal was pulled from consideration at this time by the author. The committee felt the curricular objectives for this course were strong but felt unable to make an informed decision regarding the curriculum until the resources and space to offer this course are in place.

-Motion to adopt the need for and conduct a full review of THEATR-150; Motion by Cindy Stephens, second by Julie Jacobson. All in favor: Unanimous.

## NEW COURSE PROPOSALS – FINAL READ

The need for the following new course proposals was approved at the February 16<sup>th</sup>, 2017 Curriculum Committee meeting. This 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
THEATR-150	Introductions to Lighting Design	3 units, 45 hours lecture, 27 hours lab. <b>New SLO's (2).</b> This course was previously in archive.	C. Boltz	TBD

-Motion to approve THEATR-150; Motion by Anne Marengo, second by Mary Bates. All in favor: Unanimous.

### TECHNICAL CHANGES – CONSENT CALENDAR

The following item is being approved as a technical change and will not be reviewed during this committee meeting. The author of the following item is not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
GEOL-109L	Earth Science Laboratory	Adding Geography to Discipline/Minimum Qualifications.	M. Bates	Summer 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 February 23<sup>rd</sup> & 24<sup>th</sup> by the following curriculum committee members: Lisa Hooper, Saburo Matsumoto, Tricia George, Mary Bates, and Erin 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
ANTHRO-105	Introduction to Archeology	Revised description, <b>Revised SLO</b> , revised objectives & content, updated textbooks.	L. Malley	Fall 2017
ANTHRO-210	Indians of California	Revised description, revised objectives & content, updated textbook.	L. Malley	Fall 2017
ANTHRO-220	Magic, Witchcraft and Religion	Revised description, <b>Revised SLO</b> , revised objectives & content, updated textbooks.	L. Malley	Fall 2017
BIOSCI-106	Organismal & Environmental Biology	Revised description, revised objectives & content, updated textbook. <b>Added MATH-070 as a prerequisite per C-ID requirement.</b>	J. Chari	Fall 2017
COMS-225	Strategies of Argumentation	Revised objectives and content.	D. Stevenson	Fall 2017
ENVRMT-104	Energy Resource Conservation	<b>Changed title (Formerly Energy Resources and Conservation.</b> Revised description, revised objectives & content, updated textbook.	J. Chari	Fall 2017
WELD-101A	Introduction to Shielded Metal Arc Welding	Revised description, <b>revised SLO's (2)</b> , revised objectives & content.	T. Baber	Fall 2017
WELD-101B	Intermediate Shielded Metal Arc Welding	Revised description, <b>revised SLO's (2)</b> , revised objectives & content, revised textbook	T. Baber	Fall 2017
WELD-101C	Advanced Shielded Metal Arc Welding	Revised description, <b>revised SLO's (2)</b> , revised objectives & content, revised textbook	T. Baber	Fall 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	Type of Delivery	Author
BIOSCI-106	Organismal & Environmental Biology	Adding MATH-070 as a prerequisite per C-ID requirement.	J. Chari

-Motion to approve all items on the 03/02/2017 Consent Calendar; Motion by Cindy Stephens, second by Mary Bates. All in favor: Unanimous.

#### Discussion Items:

- Chairs Reports

eLumen training in January will be paid.

We have been approved for new tablets! The primary purpose of the tablets is to facilitate *electronic technical reviews*.

Electronic Technical Reviews must be WELL-DOCUMENTED and have DEFINED TIMEFRAMES.

- Technical Review checklists, working on a modification to this:

- <http://www.canyons.edu/Offices/curriculum/Documents/CourseReviewSheet.pdf>

Timeframe will be 5-7 business days – my first suggestion is to disseminate Friday following meeting, due Monday AM of meeting week. Patrick and I will aggregate feedback to authors no later than noon the Monday before the meeting. Courses needing minor revision will go on “consent” calendar pending author’s incorporation of recommendations. If author does NOT agree to changes or doesn’t respond, courses will be pulled from the agenda at the meeting. We assume that feedback will be captured on PDF documents, so...*Write legibly!* The new tablets (either Surface PRO or iPad PRO) are supposed to make this much easier. *Be thorough!* Notes in the past needed only to work for YOU, now they need to work for Patrick and me!

No, I don’t know when we will be receiving the tablets and therefore we don’t know when we will be able to fully implement these new procedures. For now, tech review schedule stands. Tech Review schedule WILL change after tablets are distributed, how? Policies & Procedures will be revised and submitted to the Academic Senate by the end of April. Please review before next meeting for discussion:

- <http://www.canyons.edu/Offices/curriculum/Documents/Curriculum%20Committee%20Procedures.pdf>
- I will edit and bring to committee for further input on 3/16 (next meeting)

eLumen transition provides an opportunity to reflect on current audit trail. How many “stages” do we want/need? Efficiency without sacrificing quality reviews.

New Program Assistance Form:

- <http://www.canyons.edu/Offices/curriculum/Pages/resources.aspx>
- Still utilized? Load program viability forms instead?

5-year revisions: 2016 – good, 2017 – will encourage to start after Spring Break.

- 2017 ASCCC Curriculum Institute. Wednesday July 12<sup>th</sup> – Saturday July 15<sup>th</sup> at the Riverside Convention Center.
- Southern California Regional Curriculum Meeting. Saturday April 1<sup>st</sup> at Crafton Hills Community College, Yucaipa.

New Courses - Includes ISA's	1	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	-0-
Modified Courses	9	New SLO's	2	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	8	Proposals Reviewed in Technical Review Session	18
New Non Credit Courses	-0-	New Prerequisites	1	Proposals Returned from Technical Review Session	8

March 9, 2017

### **Policy Committee Update**

General background:

Under the auspices of “10+1” and the collegial consultation process outlined in COC’s Decision Making Guide, the Senate’s Policy Review committee reviews new and revised Board Policies and Administrative Procedures. Proposals that are “10+1” issues (or any other proposal requested by the Academic Senate President) are brought to the full senate for additional discussion and review while other proposals are forwarded to the College Policy Council.

Policies reviewed at the 2/21/17 College Policy Council:

BP	3505	Response to emergencies
BP	5015	Residency Determination
AP	5015	Residency Determination
BP	5035	Withholding Student Records
AP	5035	Withholding student records
BP	5441	College Assistants
BP	5532	Student Grievances

*Faculty present at this meeting: Rebecca Eike; Michael Dermody, Wendy Brill*

Policies reviewed at last College Policy Council; no action taken since additional information was requested:

BP	3105	Policy on Policy	NOTE: 10+1 issue
??	????	Debt issuance/Management	

General policies discussed by Senate Policy Review Committee in anticipation for next College Policy Council:

BP/AP	3905	Flag at half staff
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BP/AP	5030	Student Fees
BP/AP	5511	Financial Aid

Over the next few weeks, in addition to reviewing general policies forwarded to us by various campus constituencies, we plan on continuing our ongoing thorough review of the Student Conduct policies and the “Policy on Policies”; we anticipate beginning a discussion on the Drone policy within the next two meetings; and we are receiving some additional input from different campus constituencies to finalize the faculty office assignment policies.

### **CASL Meeting, 2.22.17, Summary for the Academic Senate**

1. ISLO working group: Kelly Burke, Dilek Sanver-Wang, Deborah Klein, and Erin Delaney will consolidate comments and review ISLO rubrics from the last Days of Assessment. They will report back to CASL for approval.
2. CASL Website revisions will begin again. A working session with the committee will occur at an upcoming CASL meeting.
3. Kelly Burke and Dilek Sanver-Wang will work with the Biology Dept. on March 15 to do some curriculum mapping, discussion of SLOs and assessments, etc. They hope to develop a session that can be taken on the road to other departments. The meeting is designed to facilitate discussion on the use Signature Assignments, identifying what could be used as assessments, making assessments more meaningful, etc., in a move from compliance to engagement.
4. Cindy Stephens reported on student survey development and planning of Fall Convocation with speaker Natasha Jankowski from NILOA (Nat. Inst. For Learning Outcomes Assessment). In addition, the norming work for Critical Thinking is being planned. Stipends have been secured.
5. CASL By-laws were reviewed. A final work session will be done at the 3/8/17 CASL meeting, after which they will move to the Academic Senate
6. The CASL survey was briefly reviewed. A discussion on the findings will occur at the 3/8/17 CASL meeting.



## Adjunct Handbook

Becoming engaged in the greater College of the Canyons community is a great way to get to know your colleagues, learn about academia, collaborate with others, be included in the decision making process, and contribute to the growth and development of the college. Everyone's input is valued at College of the Canyons and opportunities to serve our students in meaningful ways outside of the classroom are plentiful.

The following is a list of areas where faculty, including adjuncts, can "get involved". In many cases these activities are compensated, either via professional development funding, or via stipends, and in some cases participation is on a voluntary basis. Adjuncts are not required to take part in these activities, but are always welcomed. As a reminder, adjuncts are eligible for compensation for up to nine hours of FLEX/professional development per semester that they're teaching (five hours at one's regular teaching rate and four hours at the non-credit rate).

### Opportunities that are often eligible for compensation

1. Attend professional development workshops – Grow your abilities to be an effective instructor and leader. FLEX week occurs one week before the start of each regular semester. Workshops occurring during this week provide a great way to meet people and learn new skills. Additional workshops take place throughout the semester as well.
2. Enroll in a more intense professional development training "program" or class. Information can be found on the Professional Development webpage and is often distributed at the beginning of each semester.
  - Mental Health First Aid
  - Management Academy
  - Skilled Teacher Certificate Program
  - Introduction to Online Teaching and Learning
  - Leadership Education in Action Program (LEAP)
3. Offer to **teach** a professional development workshop. If you have an expertise that others could benefit from, consider sharing it with your colleagues. Register your idea at <https://www.mylearningplan.com/mvc/login>. The Professional Development Committee will review it and help you schedule a date and reserve a room.
4. Participate in the Mentor Program – either as a mentee or a mentor. There are many knowledgeable and helpful people at COC who are happy to serve as mentors, including experienced adjuncts. Anyone can be a mentor or mentee at any time in their career. In addition to the basic mentor program, there is also a Canvas mentor program to consider.
5. Give a scholarly presentation to students, colleagues and community via the following opportunities. Bear in mind that information is often distributed at the beginning of the semester and opportunities can fill up.
  - Sociology Lecture Series – one does not have to be a sociologist to present
  - Friday with the Professors – present in the community to senior citizens
  - COC Scholarly Presentation – share expertise with the whole community at the PAC
6. Attend department and school meetings – get to know your colleagues! - Check with your chair about whether or not the meeting you'd like to attend has been submitted for FLEX credit. It's easy to do, but not always standard practice for all department chairs...
7. Serve on a committee – There are many committees at COC and each has a unique purpose. Most are open meetings and new members are welcome. The district compensates adjuncts (one adjunct per committee/team) for service on select committees such as: Accreditation Committee and Teams, Educational Technology, Enrollment Management, Health and Safety, President's Advisory Council on Budget and Curriculum Committee.

8. Participate in Faculty Inquiry Groups (FIG's), Special Task Forces or Workgroups – occasionally an opportunity will arise whereby a special need requires a group of faculty to work on a time limited project. Sometimes a stipend is included.
9. Host an event – Whether solo or via collaboration with others, be creative and take initiative to make it happen. Talk to your Department Chair about your ideas and check with the Professional Development Committee to see if it is eligible for FLEX funding.
10. Read a Book – every semester the Humanities Department leads discussions about the “book of the year”. Faculty and staff get together to discuss the book on a regular basis.
11. Mind Body Wellness – each semester faculty and staff get together to support each other in efforts to promote health and well-being.

#### Additional Opportunities

1. Collaborate with others to write an OER textbook or assist your department in updating existing OER. Your students will thank you!
2. Attend Graduation – Seeing faculty from their discipline can be very meaningful to graduates. Faculty can obtain caps and gowns from the bookstore for no cost, and rent a hood for a nominal charge.
3. Join your union – As a member, or by serving on the board, being part of your union can be a great way to meet new people while also advocating for adjuncts. If you have ideas, or are hoping for change, be part of the solution...
4. Tutor students in the TLC/EOPS/MESA – students benefit from additional help from caring instructors.
5. Serve on the Academic Senate – Take part in shared governance. There are three peer-elected adjunct representatives that serve on the Senate.
6. Serve on a Committee that is not eligible for compensation. Find something that you're passionate about, or want to learn more about, and jump right in. Opportunities to grow are abundant and adjunct contributions are valued.
7. Be a club advisor or co-advisor – help students reach their goals and objectives, while also developing their leadership skills. Assist them as they navigate the challenges of club operations.

Efforts to create a rich and rewarding environment for our students is a top priority at College of the Canyons and one that is shaped in many ways. Consider how you might wish to be a part of these endeavors.

### Career Counselor SELECTION COMMITTEE MEMBERSHIP

<b>Position:</b>	<b>FTF Career Counselor</b>	<b>Closing Date:</b>	<b>Transfer Request</b>
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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:

<b>Name:</b>	Gina Bogna	<b>Position/Title:</b>	Acting Assistant Dean, Internships, Job Development and Career Center
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2. Committee Chair:

<b>Name:</b>	Diane Solomon	<b>Position/Title:</b>	Department Chair
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3. Faculty member(s) from Department/Division\* selected by Division Chair or designee:

<b>Name:</b>	Anh Nguyen	<b>Position/Title:</b>	ISP Counselor
<b>Name:</b>	Liz Shaker	<b>Position/Title:</b>	CCC Counselor
<b>Name:</b>	Albert Loaiza	<b>Position/Title:</b>	Athletics Counselor
<b>Name:</b>	Julie Jacobson	<b>Position/Title:</b>	Allied Health Counselor
<b>Name:</b>		<b>Position/Title:</b>	

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

Name:	Ricardo Rosales	Position/Title:	Biology Assistant Professor
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5. Others (outside experts, etc.)

Name:		Position/Title:	
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6. Selection Committee Representative (Advisory Vote):

Name:		Position/Title:	
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\_\_\_\_\_  
Committee Chair's Signature/Date

\_\_\_\_\_  
Division Dean's Signature/Date

\_\_\_\_\_  
Academic Senate President's Signature/Date

\_\_\_\_\_  
Human Resources Signature/Date

## SYLLABUS ELEMENTS

### **Required to Meet Accreditation Standards:**

- College Name
- Official Course Title
- Course Prefix and Number
- Term
- Section Number(s)
- SLO(s)

### **Items ranked based on survey results:**

*Highly supported by both faculty and students:*

% Faculty	% Students	Item
90	78	Instructor(s) name
89	73	Office hours and location
83	75	Required materials
79	74	Instructor(s) contact information
74	74	Schedule and location of class meetings
70	66	Grade scale to determine final grade
69	65	Course description
64	70	Missed exam policy
58	64	List of graded assignments and value in relation to final grade
57	64	Late policy for assignments
56	64	Absence/tardy policy
53	77	List of class meetings and relevant assignments
54	52	Schedule change policy

*Lower or inconsistent support between faculty and students:*

% Faculty	% Students	Item
56	35	Academic integrity
54	48	Course objectives
49	61	Departmental grading policies
47	52	Units
44	51	Outline of all content covered in course
38	46	Prerequisites
37	64	Submission policy
36	50	Revision of assignments policy
36	38	Classroom courtesy
29	62	Add/drop deadlines

## **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;
- **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 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 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 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 529 (Student Conduct Code) will permanently be barred from securing and holding employment with the District.~~

### **541.4 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. The clearance on both procedures must be secured prior to the first day of employment.

## Climate Survey Results – Feedback and Recommendations

A series of Open Forums were held in fall semester to gather general feedback from faculty and to generate recommendations.

Feedback from faculty

- *“Faculty have many experiences related to issues with climate. The goal is always to fix and improve. Faculty love this place, but needs to improve.”*
- *“We know what’s wrong. The communication needs to be improved. Faculty are anxious about speaking. For example, faculty members speak out a union meeting then received phone calls from their Deans.”*
- *“There are issues with boundaries. We see middle-level administrators model the bad behavior of top-level administrators. How do we as faculty draw the boundaries more clearly?”*
- *“Call it an environment of toxicity and hostility or simply bullying. Faculty have experienced public humiliation related to handling curriculum issues.”*
- *“What is the role of HR in dealing with conflict? Do they allow bullying to occur?”*
- *“Does the Administration recognize that there is a problem with campus climate?”*
- *“There are issues with transparency, from program planning to budget development, to the communication related to the active shooter on campus incident.”*
- *“Repeated lies from administration leads to an undermining of trust.”*

### Major themes identified

- Environment of fear
- Lack of transparency in decision making
- Common values and goals across employee groups are not in existence

### General Recommendations for Joint Actions to be taken with Faculty and Administration/Board of Trustees

- Use a national 3rd-party survey instrument implemented Spring 2017 and continuing every year thereafter - this will allow for national comparisons and expansion of questions for more meaningful assessment of climate and culture at COC.
- Write a joint resolution with the Board of Trustees on how bullying and intimidation of faculty, staff, and students isn’t to be tolerated at College of the Canyons.
- Revise the policies related to the evaluation of all administrators to be a 360-evaluation, where "360 Degree Feedback is a system or process in which employees receive confidential, anonymous feedback from the people who work around them. This typically includes the employee's manager, peers, and direct reports."
- Improve understanding of roles of faculty, students, and administrators and find a way to establish roles/responsibilities more, as delineated in AB 1725.
- Provide a series of training sessions specifically on bullying, how to identify it, prevent it, report it, and the appropriate ways to deal with it (in collaboration with HR).
- Increase professional development activities related to leadership specifically focused on conflict resolution, understanding transparency, effective collaboration techniques & effective communication.
- Provide time for staff to participate in the collegial decision making process.
- Implement a separate survey to evaluate conditions related to campus facilities for all groups (faculty, staff, students). This would include evaluation of maintenance, cleanliness, appropriate use, etc, for both campuses.
- Communicate progress on issues identified in the Climate Survey through regular dialog between all employee groups, students, and the administration.



Recommendations for Actions to be taken by Faculty

- Revise the Adjunct and FT Faculty Handbooks to include information about Committees (how to join, purpose, etc.) and other ways for faculty to become more involved and feel vital to the progress and success of the institution.
- Invite Adjunct faculty to Department Meetings, and other meetings such as the Instructional Advisory Council meetings.
- Request IEPI Resource Team visit.