



College of the Canyons Academic Senate

October 26, 2017 3:00 p.m. to 4:50 p.m. BONH 330

AGENDA

Notification: *The meetings are audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.*

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, Oct 12, 2017 (pg.3)	Curriculum Committee Summary, October 19 2017 (pg.9)
Program Viability Committee Summary, Oct. 19, 2017 (pg.15)	Professional Development Summary (pg.16)
Faculty Appointments to (IE) ² Workgroups (pg. 18)	

B. Reports

1. Academic Senate President, Rebecca Eikey, (pg.20)
2. Vice President, Jason Burgdorfer
3. CTE Liaison Report, Regina Blasberg, (pg.22)

C. Action Items

D. Discussion

1. Standing Rules for Appointments to Committees, David Andrus (pg.27)
2. Academic Senate Statement on Faculty Governance Participation, David Andrus (pg.28)
3. Standard Components for Academic Senate Committee Charters (pg.31)
4. BP/AP 511 Financial Aid, David Andrus (pg.32 & 33)
5. [ASCCC 50th Fall Session Resolutions for Plenary](#)

E. Unfinished Business

1. Ad Hoc Committee Update – OEI Rubrics, Anne Marenco
2. Deliberative Dialog: Campus Culture & Safety
3. Curriculum Committee Procedures, Lisa Hooper
4. Resolution in Support of Resources for the Academic Senate
5. Retreat Rights

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. Faculty Professional Development Committee Procedures to be discussed 11/9/17

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 [David Andrus](#) 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 2:00 – 3:00 pm in BONH 330.

Student Discipline (BP 5529, 5530, 5531)
AP 7120 Recruitment and Selection
Academic Senate Standing Rule for Meeting Recordings
Academic Freedom AP

H. Announcements

- 2017 Fall Plenary Session, November 2-4, Irvine
- 2018 Accreditation Institute February 23-24, Anaheim
- 2018 Instructional Design & Innovation, March 16-17
- 2018 Spring Plenary Session, April 12-14, San Mateo
- 2018 Career Technical Education Institute, May 4-5
- 2018 Faculty Leadership Institute, June 14-16
- 2018 Curriculum Institute, July 11-14

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.

Academic Senate Summary for October 12, 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	A
Curriculum Chair	Lisa Hooper	X	At Large Senator	Erika Torgeson	X
Policy Review Chair	David Andrus	X	At Large Senator	<i>Cindy Stephens for Jennifer Paris</i>	X
AT Senator	<i>Lee Hilliard for Regina Blasberg</i>	X	At Large Senator	Deanna Riveira	X
MSHP Senators	Mary Bates	X	At Large Senator	David Brill	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	VACANT		Adjunct Senator	Noemi Beck-Wegner,	X
Kinesiology/Athletics Senator	Phillip Marcellin	x	Adjunct Senator	Carly Perl	X
			Adjunct Senator	Aaron Silverman	X

Non-voting Members	
Dr. Buckley	A
Lita Wangen	X
Dan Portello	A
Dr. Wilding	A
Devon Miller, ASG	X

Guests	
Daylene Meuschke	Jasmine Ruys
Denee Pescarmona	Dr. Diane Fiero
Evan Hawkins	Ryan Theule

A. Routine Matters

1. Call to order: 3:05 p.m.
2. Public Comment: None
3. Approval of the Agenda: Motion to approve Mary Bates, seconded by David Andrus, 1 abstained. Approved.
4. Information: Academic Senate Agenda Calendars.
5. Approval of the Consent Calendar: Motion to approve David Andrus, seconded by Garrett Hooper. 1 abstained. Approved

B. Reports

1. President's Report, Rebecca Eikey
Rebecca is in interviews, but is hoping to make the meeting by 4:00 pm. No report given.
2. Vice President's Report, Jason Burgdorfer: N/A
3. Curriculum Committee Report, Lisa Hooper
 - o eLumen has posed some challenges for us as an institution. To go through one of the largest revision cycles in our five-year calendar and implement a new curriculum management

system has proven to be a lofty task. eLumen for all of its faults will eventually do some things that will be better than CurricUNET in the long run. She asked that we be patient in the meantime. There are some things that are currently not working that will impact the curriculum development process:

- First and most important one is that you will not receive an email notification when you need to do something if you are an auditor.
- You must check your eLumen inbox directly.
- The eLumen folks have assured us that the email notification feature will be fixed in the spring.
- Non-credit is starting to pick up a little bit in terms of curriculum development. We are starting to get some proposals through the IEPI PRT grant. Some of the proposals focus on changing the delivery of currently approved curriculum while other proposals are for entirely new curriculum. Proposals dealing with new noncredit programs will be forwarded to the Program Viability Committee. The other proposals that are small enough in scope, such as the repackaging of existing curriculum into noncredit will be handled by the Curriculum Committee.

4. ASG Report, Devon Miller

- DACA Advocacy & DACA Event are next week.
- We had a food drive for the Food Pantry. There was so much food donated that the food pantry has turned down some of the food donated.
- AB17 is on the Governor's desk. This is to establish a statewide transfer program. It was started with a resolution written by a student. We currently phone banking for this.
- One officer is trying to start a Meditation Quiet space on campus. The proposed space is the former game room in the Student Center building. The county tax inspector was on campus and asked about the space. The space is considered illegal because we do not have a license to be an Arcade. If you have more than four machines, then the room is considered an Arcade. You need a license for that and the college is a nonprofit organization. If you take it down to three machines you will be fine. Being that students don't really use the game room because they have games on their phones and tablets, the Associated Student Government therefore, decided not to pay for a license. This space then can be used for the Meditation Quiet Room.
- We started the year with eight officers and we now have 20+. If you are in need of a student to serve on a committee contact Devon.
- We have a new trustee, Tabitha Kumar. She was ASG President last year.

C. Action Items

1. Annual Credit Courses Certification Form, Lisa Hooper: The Chancellor's Office has changed process to require local certification of courses with credit programs. That was enacted last year. Most institutions believe that there should be more than two people certifying the curriculum at the college. Last year Dr. Buckley and I were the only two certifiers. Now, the state requires that the Academic Senate President as well as the CEO certify that the local curriculum inventory for credit courses have adhered to state and federal guidelines for the generation of that curriculum. Motion Wendy Brill-Wynkoop, seconded by Mary Bates. Unanimous. Approved.

2. Discipline Memo, Tim Honadel: Motion Cindy Stephens, seconded by Erin Barnthouse. Unanimous. Approved.
3. Administrator Retreat Rights: We are to bring this back with the new information regarding the Discipline Memos for Gina Bogna and Renee Marshall for the next meeting. Motion David Andrus, seconded by Phillip Marcellin. Unanimous. Approved
4. Resolution in Support of Dreamers, Wendy Brill-Wynkoop: there was a lengthy discussion about the resolution. One of the questions brought up was why was this resolution is proposed as an Action item. Wendy explained that there is a sense of urgency since next week is the DACA Advocacy Week. They proposed that this resolution could be in place to show support to the students but if the senators are not comfortable with that we can bring it back for the next meeting and discuss it further. She explained that she had borrowed and pieced together information she had gathered to make this resolution. Rebecca put all the resolves in so this would give the Academic Senate the choice of the resolves. We understand this is a timing issue and we need to make changes to our constitution and bylaws to include a more objective standardized approach in how we address resolutions and how we are going about that as a body. In the meantime, do the senators feel comfortable as representative to vote on this resolution, or do senators want to take it back and ask their schools and take a vote there as well.? This may be a moot point if in the future we amend our constitution and bylaws in a way that gives this body immediate decision-making power over all resolutions. We don't have an objective standard in place about how we go about writing and passing resolutions. We are working towards that. The agenda has been published since Monday so it has been 72-hours since the agenda went out. Everyone should have/or could have read the resolution and seen this was on the agenda. If they had any concerns, they could have come to today's meeting. The Board of Trustees is going to propose a resolution in support of DACA students. ASG is also going to propose a resolution in support of DACA. There was concern that the classified senate be contacted as well. For the most part, collectively, the campus is in support of this. It was stated that usually there are usually no more than "four whereas" statements, but we are not constricted to that format. Another question who reads this? The community, Board of Trustees, and others addressed in the resolves. It was asked if we could put it in the Cougar news. The final decision is to remove the "whereas numbers 4 and 6" and accept the resolution with all the proposed resolves. The vote was 17 yes and 1 abstaining.
5. Integrated Plan for BSI, Equity and SSSP; Denee Pescarmona, Jasmine Ruys, Ryan Theule and Daylen Meuschke
The group came back to answer some questions the senators had after the senate meeting on 9/28/17. Denee spoke first about Basic Skills allocations. In 2007, the categories were very clear: coordination; articulation; Professional Development; assessment; research. The Integrated Plan doesn't have the same formate. It lays out the categories in the 1000, 2000, 3000, 4000 and 5000. It can be difficult to see what exactly is being expended. Currently, we have \$90,107 in Basic Skills. We have done a remarkable job of moving students out of Basic Skills courses. This is a testament of the work that the English and Mathematics faculty have done. Instructional Salaries are specific to faculty coordinator, reassigned time, and stipends. This may shift and change, but funds have been used to support FYE program for a number of years, as well as supplementary services for our Math faculty. SSSP budget was passed around the room for non-credit and credit for 2018. There are \$2.8 million for salaries; \$95,000 for

software, tests. This is for a two-year budget, but the plan requires the budget for the current year. The senators also expressed frustration about reviewing the SSSP budgets at the meeting and would have preferred to see it in advance. It is not as clear to the senate how funds are spent with the list budget codes compared to the SSSP budget. Equity funds (\$1.3 million) is basically the same as last year's allocation, which was higher than two years ago, but we have been flat for the last two years. We have supported faculty through a number of ways, including a percentage of time, percentage of salary, and reassign time. Professional Development is going to be in the 5000's. On the 2015-16 budget it shows that \$25,000.00 was reimbursements to faculty for conferences, travel, and professional development. We are supporting Math especially Statistics. There were conferences for RP Group's Strengthening Student Success that were paid using Equity funds. Basic Skills also support one faculty to attend Curriculum Institute. The Academic Senate want to do more partnership. The role of the Academic Senate is impacted and overlaps with these initiatives. How can we make this connection stronger and more transparent? There were a lot of these questions related to this. How can we be more thoughtful in our process to collaborate in terms of these potential professional development opportunities? There is a professional development form on the (IE)² webpage. The decision was to approve the plan. Motion by David Andrus, seconded by Phillip Marcellin. One abstaining. Approved.

D. Discussion

1. Standing Rules for Appointments to Committees, David Andrus

We do not have a standing procedure for how we make committee appointments. This is not required just recommended throughout the state. The recommendation is that senates have procedures for appointing faculty to committees. What is in our agenda for today is an "internal standing procedure" that will establish rules for making appointments in line with what is already in the constitution. This is meant to protect everyone involved, to make sure we have some degree of objective equitable standards that we are trying to achieve or be thoughtful of when we make appointments. The committee came up with this one page for the Academic Senate to consider. In the constitution it basically says the appointment power is invested in the Senate President. After that, it essentially says every semester the president will report back on all appointments and newly created appointments. It does not say there has to be a senate confirmation. The constitution indicates that upon reporting back if the majority of the senators of that quorum want to vote on any particular appointment or newly created committee because they have concerns or they actually want to pull it out and vote on it they can. Unless they make motion to do so it is going to stand as is. Since the president has to report once a semester, we recommend that after an appointment has been made the president should communicate this at the next meeting, and to create a new category on the agenda for essentially notification for committee appointments. There is no vote to be taken at that time unless a senator makes a motion that they want too.

This is also a standard of procedure to make sure everyone knows when the president makes appointments that those appointments will be done with all consideration of equity and what is best for the institution and district. We want to be sure we are adhering to the advice and standards of the statewide academic senate and that we are adopting some degree of standard

that we are comfortable with. This also protects the president based on how the constitution is written.

On a side note we are working on constitutional revisions and will be bringing those revisions forward in the future. If you feel you want to change what is says in the constitution about how we make appointments, then contact David Andrus, chair of the Constitution & ByLaws Committee.

A question was asked if we are changing our current process of appointment to committees. We are not changing our process. A call will go out for a committee and if there is more than one individual who would like to be on the committee then this procedure defines the process the Senate President uses to appoint who will be on that committee.

2. Academic Senate Statement on Faculty Governance Participation, David Andrus

The role of the Senate has grown in the amount of work completed in committees. We have new faculty and seasoned faculty that have been here a long time. What we are realizing is we need more people involved. This statement on the agenda is a statement of who we really are and what we think our responsibilities are. "Article 12(A)(2)(I) indicates full-time faculty may choose as part of their weekly service to participate in *shared governance*. There is no requirement that you have to sit on governance committees, but as the statement points out AB 1725 say the senate does have all of these responsibilities and the district looks for the senate to rely primarily on or for mutual consent in the 10+1 areas of responsibility. Thus faculty do have an obligation. This statement indicates that the Academic Senate has the primacy in speaking for faculty in academic and professional matters. Thus, it is our duty in policy and statutory law to participate in and work with administration on academic and professional matters. What we are saying is we are having a call to arms. We appreciate everything you do, but we really, really want more people to define their professional services in terms of governance participation.

3. ASCCC 50th Fall Session Resolutions for Area Discussion, Rebecca Eikey

Rebecca will be attending the Area C meeting this weekend. There is a link on the senate agenda of the resolutions that will be discussed. If there are any questions you would like for her to ask, please contact her.

E. Unfinished Business

6. Ad Hoc Committee Update – OEI Rubrics, Anne Marengo
7. Deliberative Dialog: Campus Culture & Safety
8. Curriculum Committee Procedures, Lisa Hooper
9. Resolution in Support of Resources for the Academic Senate

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.

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 [David Andrus](#) 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 2:00 – 3:00 pm in BONH 330.

Credit by Exam, BP 4235 – Phase 2
Student Discipline (BP 5529, 5530, 5531)

AP 7120 Recruitment and Selection
Academic Senate Standing Rule for Meeting Recordings

H. Announcements

- FACCC Advocacy Reception at ICUE Center 5:00 pm Thursday, October 12, 2017. RSVP to Wendy Brill-
Wynkoop at wendy.brill@canyons.edu
- Area C Meeting, October 14th, Moorpark College
- 2017 Fall Plenary Session, November 2-4, Irvine
- 2018 Accreditation Institute February 23-24, Anaheim
- 2018 Instructional Design & Innovation, March 16-17
- 2018 Spring Plenary Session, April 12-14, San Mateo
- 2018 Career Technical Education Institute, May 4-5
- 2018 Faculty Leadership Institute, June 14-16
- 2018 Curriculum Institute, July 11-14

I. Adjournment: 5:10 pm.

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CURRICULUM COMMITTEE SUMMARY

October 19th, 2017

3:00 pm – 5:00 pm

Bonelli Hall 330

Members Present: Patrick Backes – Curriculum & Articulation Coordinator (Non-voting); Mary Bates – Mathematics, Science and Health Professions; Erin Barnthouse – Learning Resources; David Brill – Visual and Performing Arts; Steve Erwin – Admissions and Records; Tricia George – Humanities; Hervé Guillard – Adjunct Representative; Lee Hilliard – Applied Technologies; Lisa Hooper – Faculty Co-Chair; Susan Ling – At large member; Anne Marenco – Social and Behavioral Sciences; Cindy Stephens – At large member; Omar Torres – Administrative Co-Chair

Members Absent: Julie Hovden – Enrollment Services; Rhonda Hyatt – Kinesiology, Physical Education & Athletics; Saburo Matsumoto – 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
CHEM-100	Chemistry and Society	CHEM-110, which was the GE course for non-science majors was recently archived because of limitations with lab space/facilities. This course would replace CHEM-110 and would satisfy non-lab science GE requirement.	R. Eikey	TBD

-Motion to adopt the need for and conduct a full review of CHEM-100; Motion by Cindy Stephens, second by Mary Bates. All in favor: Unanimous. Tricia George abstained from voting as she was not present during the discussion.

NEW COURSE PROPOSALS – FINAL READ

The need for the following new course proposals were approved at the September 21st and October 5th Committee meetings. These course outlines were reviewed through a technical review process and will now be reviewed by curriculum committee. The author is not required to attend this meeting to represent these new course proposals.

Subject & Number	Title	Description of Action	Author	Effective
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BIOSCI-106H	Organismal & Environmental Biology—Honors	4 units, 54 hours lecture, 54 hours lab, new SLO's (2), prerequisite of MATH-070 (C-ID requirement). <i>This is a repackaging of an existing course into a honors version, no discussion of need was needed for this new course proposal. BIOSCI-106H will be added to all current programs as an option to BIOSCI-106 were applicable.</i>	J. Chari	TBD
KPEA-106	Bowling	1 unit 54 hours of lab, New SLO.	H. Fisher	TBD
NC.SPAN-021	Spanish for Healthcare Workers I	54 hours of lecture, 0 units, (noncredit), new SLO's (2), new DLA – 100% online & Hybrid options.	C. Acosta	TBD
NC.SPAN-022	Spanish for Healthcare Workers II	54 hours of lecture, 0 units, (noncredit), new SLO's (2), recommended preparation of NC.SPAN-021, new DLA – 100% online & Hybrid options.	C. Acosta	TBD

-BIOSCI-106H was tabled as the committee would like to review the objective to content match further with the honors and non-honors version of this course.

NEW PROGRAM PROPOSALS – FINAL READ

The need for the following new Program proposals was approved at the October 5th Committee meeting. These course outlines were reviewed through a technical review process and will now be reviewed by curriculum committee. The author is not required to attend this meeting to represent these new course proposals.

Program	Degree/Certificate	Description of Action	Author	Effective
Spanish for Healthcare	Certificate of Completion	2 courses within certificate (NC.SPAN-021 & 022), 0 units (noncredit), New Program SLO.	C. Acosta	TBD

-Motion to approve KEPA-106, NC.SPAN-021, NC.PSAN-022, and the Spanish for Healthcare Certificate of Completion; Motion by Anne Marengo, second by David Brill. 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
CMPSCI-182	Data Structures and Program Design	Adding DLA, Hybrid only.	C. Ferguson	Spring 2018
COMS-105H	Fundamentals of Public Speaking - Honors	Adding DLA, Hybrid only.	T. Stokes-Rice	Winter 2018
COMS-246	Interpersonal Communication	Adding DLA, 100% online & Hybrid options.	T. Stokes-Rice	Spring 2018
NC.VESL-01	Communication for Employment	Reducing lecture hours to 64.	H. Maclean	Fall 2017
SOCI-102	Introduction to Sociological Research Methods	Removing DLA , will no longer be offered in Distance Education format.	K. Coleman	Spring 2018
SOCI-108	Thinking Critically About Social Issues	Removing DLA , will no longer be offered in Distance Education format.	K. Coleman	Spring 2018

MODIFIED COURSES – CONSENT CALENDAR

The following modified courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, in a technical review session held on October 9th and 13th by the following curriculum committee members: Lisa Hooper, Lori Young, Sab Matsumoto, Cindy Stephens, and Anne Marengo. 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
MUSIC-120A	Tonal Harmony I	Revised objectives and content, added textbook.	B. Feldman	Fall 2018
MUSIC-120B	Tonal Harmony II	Revised objectives and content, added textbook.	B. Feldman	Fall 2018

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
Physical Education - Kinesiology	A.A. Degree	Adding KPEA-106 to “plus three units from the following” section.	H. Fisher	Fall 2018

		No change in total units		
Sports Medicine	A.S. Degree	Adding KPEA-106 to “plus two units from the following” section. No change in total units	H. Fisher	Fall 2018
Sustainable Design and Development	Certificate of Achievement	Adding ENVRMT-104 to the “Plus a minimum of eleven units from the following” section. No change in total units.	J. Oliver	Fall 2018

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
BIOSCI-106H	Organismal & Environmental Biology – Honors	New prerequisite of MATH-070 (C-ID requirement).	J. Chari
NC.SPAN-022	Spanish for Healthcare Workers II	New recommended preparation of NC.SPAN-021.	C. Acosta

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
CMPSCI-182	Data Structures and Program Design	Hybrid only.	C. Ferguson
COMS-105H	Fundamentals of Public Speaking - Honors	Hybrid only.	T. Stokes-Rice

COMS-246	Interpersonal Communication	100% online & Hybrid options.	T. Stokes-Rice
NC.SPAN-021	Spanish for Healthcare Workers I	100% online & Hybrid options.	C. Acosta

NC.SPAN-022	Spanish for Healthcare Workers II	100% online & Hybrid options.	C. Acosta
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-Motion to approve all items on the 10/19/2017 Consent Calendar; Motion by Mary Bates, second by Erin Barnthouse. All in favor: Unanimous.

Discussion Items:

- Chair Report
 - Technical review sessions. If you will be participating electronically, let's provide evidence we've viewed each section of the course. Typing in comments on the pdf course outlines seems to work better than script.
 - Please review the updated 5-year Revision List that was distributed and reach out to any departments within your School that haven't begun their revisions yet.
 - No formal change to our operating procedures because we attempted to name a Vice Chair. Changes to the composition of our committee are part of the Academic Senate Constitution and therefore must be ratified by a vote by all full-time faculty. We can submit our operating procedures with all the other changes for approval by the Senate as long as we don't attempt to formally change the composition of our committee.
 - Noncredit questions. Dance and recreation Physical Education courses called out in Title 5 and excluded; but Health & Safety is a category. Noncredit proposals are slowly coming in. The Noncredit Committee continues to meet and intends to re-brand Noncredit to something more "palatable" for marketing purposes.
 - Big picture curricular considerations. Remind colleagues that curriculum, in general, should serve students either for transfer or employment, and be part of a Program; stand-alone classes or class submitted solely for General Education doesn't fit the mission as we move to Guided Pathways. Noncredit allows for expansion of our mission to include supporting our communities in the defined areas (parenting, citizenship, etc.); these areas may warrant stand-alone courses.
 - AP 19, California College Promise. Signed by Governor Brown; some aspects must be further clarified by the legislature. The FYE-100 course is part of the First Year Promise program at COC.

Articulation Report

-How to search and find degree and certificates from other Community Colleges in the State Curriculum Inventory. Go to <https://coci2.ccctechcenter.org>, then click on the Programs tab in the upper right hand corner of the screen, you do not need to login to access this part of the site. Currently you cannot search by title, but searching by TOP Code is a good option. The TOP Code manual can be accessed at: http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf. You can further break the search results down by selecting a specific College (Institution), and Program Award such as AA-Degree, Certificate

- of Achievement, AS-T Degree, etc.
-The degree/certificate outlines will not be available on the State Curriculum Inventory site. However, a good resources for pulling up course, degree, or certificate outlines from specific school's curriculum managements systems can be found at the following link: <http://ciac.csusb.edu/outlines.html>. This link lists out of the California Community Colleges that have provided links to their curriculum management systems. Just click on the school name you'd like to view and you will be taken directly to their curriculum management system.
- Omar Torres updated the committee on some fixes to the eLumen system. The

New Courses - Includes ISA's	1	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	1	New DLA's	5	Deleted Courses	-0-
Modified Courses	2	New SLO's	5	Deleted Programs	-0-
Modified Programs	3	Modified SLO's	-0-	Proposals Reviewed in Technical Review Session	13
New Non Credit Courses	2	New Prerequisites	1	Proposals Returned from Technical Review Session	9

public view site is scheduled to up and running by tomorrow October 20th and the DLA information is now able to be populated in the eLumen course outline.

- eLumen Training; Monday October 30th 9:30 am – 11:00 am in the Tech Center (BONH-330).

PROGRAM VIABILITY COMMITTEE

MEETING MINUTES

10/9/17 8:00-9:15 AM

Members Present: David Andrus, Jerry Buckley, Jason Burgdorfer, Chris Boltz, Wendy Brill-Wynkoop, Albert Loaiza, Dan Portillo, Lisa Hooper

- Unique questionnaires were created for initiation, modification, and discontinuance.
- The Initiation questionnaire requires further development to distinguish CE (formerly CTE) programs from Non-CE programs. Lisa will continue revise this form, possibly creating two different initiation questionnaires
- It was agreed that beyond the “type” of program, CE or Non-CE, all proposals whether for initiation, modification, or discontinuance should discuss HUMAN, PHYSICAL, AND FINANCIAL resources
- The Program Viability process is intended to accomplish the following:
 - Determine congruence with the College Mission
 - Assess Human Resources considerations as they pertain to program under consideration
 - Assess Physical Resources considerations as they pertain to program under consideration
 - Assess Financial Resources considerations as they pertain to program under consideration
- Language will be drafted to “head” each questionnaire that reminds faculty of the role of Program Viability
- Unique questionnaires will become fillable PDF’s when finalized
- Splitting/Merging of Departments also falls under the purview of the Program Viability committee. A copy of AP 4023 will be distributed for committee members to review before our next meeting (11/6)
- Checklists cannot be revised until questionnaires are finalized
- A flowchart will be created to provide faculty with a progression of the PV process, including the three-year term for those programs designated “pilot” status (ongoing task)
- Revisions to the Board Policy and Administrative Procedures for Program Viability will be addressed by the Policy Committee as their workload permits
- A technical review team will be formed to review proposals submitted for the splitting/merging of departments; unclear if more than one team will be necessary if more than one proposal is received
- Deadline to submit proposals for this academic year is Friday, October 13th
- Next meeting is Monday, November 6th at 8:00 AM in BONH 330

Faculty Development Committee September 25, 2017, Meeting Summary
By Mehgen Andrade, Co-Chair

Members Present: Leslie Carr (Director), Sandy Carroll, Teresa Ciardi (Co-Chair) Chris Cota, Brandon Hilst, Susan Ling, , Galeen Roe, Diane Sionko, Mehgen Andrade (Co-Chair), Wendy Ruiz, Simon Kern, Lee Hillard (returning to the committee)

- The planning sub-committee for spring Professional Development week has met once on September 18th and will meet again on October 16th. A few standing sessions have begun to be pre-scheduled and contact is being made for other presenters.
- There were no workshop proposals to review, as all submitted were on the pre-approval list.
- Final draft of the Faculty Professional Development Guidelines and Operating Procedures was reviewed and issues voted on in order to submit to the Academic Senate for approval.
 - It was recognized that long standing FDC priorities have been professional growth and ensuring that faculty do not receive flex hours during any instructional time or office hours. This was also recognized by a response from Diane Fiero, acknowledging that “double-dipping” does not occur.
 - After discussion, the committee unanimously voted to remove the 20.5 limit per category of professional development.
 - The Monday following Spring Break will remain the deadline to submit independent project proposals, even with the possible hours earned increasing from 20.5 to 41 hours.
 - The committee unanimously voted to remove section D’s i, ii, and iii; all were pertaining to issues of union contracts. It was discussed and agreed that in an effort to stay up-to-date with our procedures and guidelines and to avoid confusion, the contract reference should remain general in terms.
 - The newest draft will be submitted to the Senate for approval.
- Proposals and final report forms will be revised and updated by Galeen and Brandon to reflect the new guidelines and operating procedures.
- Faculty will review the pre-approved FLEX list and come prepared with any suggestions for changes to the next meeting.

Approved Professional Development Proposals:

Gibson, Collette	Co-Requisite Training in English and Math	Y
Huff, Micheal	INACOL: Personalizing Learning: Equity, Access, Quality	Y
Wonser, Robert	California Sociological Association Annual Meeting	Y
Williams-Paez, ...	USC Center for Urban Education - Equity in Faculty Hiring at Community Colleges	Y
Ranasinghe, Udani	CAP Teaching Statistics with Dr. Roxy Peck	Y
Ranasinghe, Udani	CAP Co-Requisite Remediation in English and Math	Y
Vo, Anh	Hospital orientation and computer training	Y
Schwanke, Cindy	Western foodservice show	Y
Malinoski, Vale...	California-AACE Hot Topics in Diabetes and Endocrinology for Primary Care	Y
Gerda, Joe	CAP 1-Day Workshop in Co-requisite Remediation	Y
Gerda, Joe	Teaching Statistics, with Dr. Roxy Peck	Y
Haley, Patti	EMS World Expo	Y
Haley, Patti	Child Abuse Update 2017	Y
Haley, Patti	EMT Forum	Y
Descher, Kristi...	2017 Western Foodservice & Hospitality Expo	Y
Burke, Kelly	Annual Meeting Southern California American Society for Microbiology (SCASM)	Y
Williams-Paez, ...	Equity 2017: Elevating Equity for Social Mobility	Y
Su, Boo	FREE FRED Workshop at Santa Monica College	Y
Cota, Chris	California Community College Baseball Coaches Executive Board Fall Meeting	Y
Terzian, Alene	California Acceleration Project	Y
Duncan, Sylvia	NLN Education Summit	Y
Gibson, Collette	Statistics Workshop	Y
Mkrtchyan, Hasmik	#147F Kevin Berthia & Kevin Briggs Talk on the Golden Gate Bridge	Y
Young, Lori	TOP 10 RISK MANAGEMENT TIPS FOR SOLO PRACTITIONERS	Y

Faculty Appointments to Committees

Institutional Effectiveness and Inclusive Excellence Work Groups

Implement Peer Check-ins (9)	Kari Soffa (Lead) Jasmine Ruys Heaven Warner Gina Thompson Angela Harris	Karen Carr Jeffrey Forrest Nadia Monosov Gina Bogna
Increase Career Exploration (10)	Gina Bogna (Lead) Jerry Buckley Harriet Happel Paula Hodge Keri Aaver	Alisha Kaminsky (Co-Lead) Kari Soffa Sam Weber Cindy Stephens Kerry Brown
Mapping and Meta-majors (formerly Develop and Expand Guided Pathways) (15)	Denee Pescarmona (Lead) Rebecca Eikey (Co-Lead) Jerry Buckley Gina Bogna Carmen Dominguez Amy Foote Andy McCutcheon Omar Torres	Daylene Meuschke Erika Torgeson Andrea Varney Sam Weber Paul Wickline Albert Loaiza Jasmine Ruys
Re-Engineer Early Alert Program (15)	Paul Wickline (Lead) Faculty Counselor (Co-Lead) Erin Delaney Aivee Ortega Collette Gibson Christine Iskander Mojdeh Mahn Tammy Mahan	Kaitlynn Furlong Mark Garcia Justin Hunt Catherine Parker Brian Weston Alexa Dimakos Tara Williams
Develop Equity Minded Practitioners (31)	Cindy Stephens (Lead) Karen Carr (Co-Lead) Pamela Brogdon-Wynne Juan Buriel Carmen Dominguez Diane Fiero Amy Foote Albert Loaiza	Denee Pescarmona Patty Robinson Galeen Roe Preeta Saxena Larry Schallert Ryan Theule Omar Torres Sam Weber

	Sab Matsumoto Daylene Meuschke Catherine Parker Robert Wonser Dora Lozano Leslie Carr Hernan Ramirez Adam Kaminsky	Pamela Williams-Paez Micah Young Heaven Warner Katie Coleman James Glapa-Grossklag Julie Keller Dora Lozano
Enhance Noncredit Program (10)	John Makevich (Lead) Wendy Brill-Wynkoop (Co-Lead) Andy McCutcheon Michael Monsour Svetlana Onthank	Lisa Pavik Tien Phan Jasmine Ruys *asg_execvp@canyons.edu <u>u</u> Russell Waldon
Improve communication to students (8)	Jasmine Ruys (Lead) Gina Bogna Kaitlynn Furlong Kari Soffa	Jim Temple (Co-Lead) Ryan Theule Andrea Varney Heaven Warner

Revised 10.11.17

Academic Senate President's Report, October 26, 2017, Rebecca Eikey

Technology Committee – There was a committee meeting on 10/18/17

- **Technology Innovation Fund** and application was discussed. There will be minor revisions to the application itself. Applications for this year will be available soon. Successful recipients of the funds are expected to share out with the campus the impact of the grant funds, such as during FLEX.
- **The Technology Master Plan** has been updated and was reviewed at their last meeting in spring. It will be posted on the committee's intranet website soon.
- There was a feasibility study completed last semester on moving to a **cloud-based solution** for email. Implementation and timeline will depend on cost and feasibility. It was unclear as if this cloud-based solution will come to fruition. There was much discussion on policy issues related to email retention and storage.
- **Single-sign-on** – IT is moving towards having one sign-on for computer access, email, Canvas, web advisor/MyCanyons. There were questions about which other programs will be part of the single sign-on, such as MyLearningPlan and iGreenTree. A unified naming convention will be based on your web advisor/MyCanyons username.
- **Cybersecurity** – a company was hired to test the college's defenses in terms of cybersecurity. It is important to make sure rooms are locked when not in use as these could be possible access locations to the network.
- **Document management system**- I had to leave the meeting before this was discussed.

Advocacy Committee – There was a meeting on 10/18/17

- DACA Advocacy was discussed, as well as a meeting with campus leadership, students, and Congressman Steve Knight. Congressmen Knight indicated that advocacy should be targeted to those states that do not have large number of DACA recipients. He also indicated that the priority for the rest of year will be on tax reformation.
- New legislation that the Governor signed was discussed, such as AB 705 (Irwin) and AB 19 (Santiago D) Community Colleges: California College Promise.
- 2018-19 System Budget Requests – aligned with the Chancellor's Office Vision Statement
Total On-Going Funding Request = \$382.5 million
 - General Operating Expenses \$200 Million
 - Full-Time Faculty Hiring \$75 Million
 - Part-Time Faculty Support \$25 Million
 - Basic Skills Transformation Grants \$25 Million (one-time)
 - Professional Development \$25 Million
 - CCCCO Staffing and Development \$2.5 Million
 - Equal Employment Opportunity \$5 Million
 - College Promise \$25 Million
- Student Health & Wellness Services - they have (along with ASG) provided a food pantry for students, which also includes a microwave and coffee pot. There has been work to support our homeless students by helping them to find homes. There was discussion about possible food vouchers and other ways to help with food insecurity for our students.

CA Guided Pathways – The steering committee has completed the “homework” associated with the first Institute. It became clear during Institute 1 that the Canyons Completes Initiative which emerged from two years of dialog in the Institutional Effectiveness and Inclusive Excellence Committee (IE)², a sub-committee of our College Planning Team (CPT) focused on identifying ways to increase student success & completion, is the overarching initiative that aligns with the CA Guided Pathways project.

As a result of the discussions in the Senate and at the CA GP Institute 1, there has been a concerted effort to improve awareness and open up the dialog related to Canyons Completes/CA Guided Pathways. Thus, Denée Pescarmona, Jasmine Ruys, Daylene Meuschke and I have been going to various School Meetings to discuss Canyons Completes/Guided Pathways with faculty. I have taken notes based on feedback and dialog during those school meetings and will make sure that the steering committee receives it. Some examples of ideas from the various school meetings include:

- Internships or other experientially learning experiences early in the student's path/major/career
- Expanding guest speaker symposium to include faculty to explain the possible career options
- Engagement with students to help keep them motivated and on the path
- Interest in continued sustained dialog for faculty, staff and students

As part of development of the Canyons Completes/Guided Pathways work, I have been working to help appoint faculty to (IE)² and the corresponding workgroups for the Canyons Completes Initiative, such as Early Alert, Career Exploration, and Mapping & Meta-majors, see updated list from 10/11/17. I have sent out emails inviting faculty to be part of both (IE)² and the workgroups. This work will be essential to moving forward with Canyons Completes initiative using the Guided Pathways framework. If you are interested in joining, please let me know.

There will be FLEX workshops planned in the spring that will allow for roundtable discussions. If you have other ideas as to help sustain the dialog, please let me know.

CTE Liaison Report, October 26, 2017, Regina Blasberg

- CE Senate Subcommittee – Starting 2017/18 the new Senate Subcommittee meets monthly however the permanent date/time of the meeting is still being determined. The new committee by-laws will be brought to the senate for review once completed. The focus of the committee continues to be the DWM funding and projects, CE grants including Perkins and CCPT, advisory boards and other CE topics.
- DWM Update
 - There is an increase in funding at the local and regional level for 2017/18. The tentative regional budget and the local budget will be shared with the CE Subcommittee. Additionally, a project template will be presented and reviewed so that new project ideas can be submitted for funding and implementation. The current funding allocations for 2016/17 are not changing for 2017/18.
 - Job Developer: Regional funds were provided to each college to hire a Job Developer. COC has hired Keri Aver as the job developer. She is working with Career Services, the CTE Liaison, and the CTE Director on a variety of projects including the LinkedIn pilot project.
- Marketing
 - General The statewide rebranding and marketing efforts are still in progress and the regional marketing tool kit is scheduled to be released at the end of October. Ongoing DWM funding is being allocated to CE marketing efforts at both the regional and local level. The region is currently looking for a project manager to manage the regional marketing efforts.
 - Websites and Videos – The contracts for web and video services are in place. Once the website contract ends, there will be internal support to maintain and update the sites.
 - Websites: A new program landing page template was created and is in the process of being implemented for the 26 DWM CE Programs listed in the DWM plan. In addition the Academic Affairs CE website is getting a new look and updated information including a link to the Here to Career Ap (<https://www.heretocareer.org/>). As part of the marketing and branding efforts at the state level, CTE (Career Technical Education) is officially transitioning to CE (Career Education).

- Completed/In-Progress

1. Nursing	2. Culinary Arts
3. MLT	4. Land Surveying
5. Administration of Justice	6. Architecture

7. Welding	8. Water Systems Tech
9. Construction Tech	10. Computer Networking
11. Business/Accounting	12. Fire Tech
13. ECE	14. ASL
15. Automotive Tech	16. Applied Photography
17. MEA	18. Paralegal
19. Advanced Manufacturing	20. Theater

- Pending/In the Cue

21. EMT	22. CAWT
23. Multimedia/Graphic Design	24. Real Estate
25. Athletic Trainers	26. Real Estate/Escrow

- Websites: Labor Market Information: Daylene and Alicia have put together a Labor Market Visualization Tool that has been embedded on each program website. This allows anyone to easily access the Labor Market Data.
- Videos: The current contract with MudTurtle is for a total of 10 short (3-5 mins) videos. The intent is to create a video for each of the 26 programs.

- Completed/In-Progress

1. Joint Overview Video with the Hart District
2. Culinary
3. Administration of Justice
4. Computer Networking
5. ECE
6. American Sign Language

- Pending/In the Cue

7. Welding (Pipe Welding)
8. Manufacturing (CNC Machining)
9. Business/Accounting

- Proposed

10. Construction (Construction Management & Construction Tech)
11. Technical Theater

- LinkedIn – The pilot LinkedIn project is underway. The pilot includes 1995 licenses to Lynda.com for students. We recently received administrative access and some training for Lynda.com so we are close to ready to begin adding students. Faculty from various departments are determining how to best implement LinkedIn and Lynda.com in their respective disciplines and courses. Additionally the job developer will be working with

students to assist them in building their LinkedIn profile and in managing the Lynda.com licenses.

- Code Alignment Project – In the Spring, four CE programs participated in the Code Alignment pilot 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. The project looked at the alignment of codes across systems including TOP, CIP, SOC, and SAM. A group has been formed to begin addressing how to implement the changes proposed during the pilot and how to complete this review process for additional programs. The next meeting will be in November.
- Other CTE Liaison Committee Participation
 - SCCRC (South Central Coast Regional Consortia) Meetings
 - Non-Credit Committee
 - Chancellors Taskforce on Workforce Development
 - DWM/SWP Meetings
 - Guided Pathways
 - Code Alignment Project
 - IEPI PRT Meetings
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- Completed/In-Progress

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35. Construction Tech	36. Computer Networking
37. Business/Accounting	38. Fire Tech
39. ECE	40. ASL
41. Automotive Tech	42. Applied Photography
43. MEA	44. Paralegal
45. Advanced Manufacturing	46. Theater

- Pending/In the Cue

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49. Multimedia/Graphic Design	50. Real Estate
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- 12. Joint Overview Video with the Hart District
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 - 17. American Sign Language
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 - Code Alignment Project
 - IEPI PRT Meetings

ACADEMIC SENATE

STANDING PROCEDURES

For

APPOINTMENTS and COMMITTEE CREATION

I. AUTHORITY

A. Presidential Appointment Power - In accordance with Article VI of the Academic Senate Constitution, the power of appointments and committee formation is vested in the President.

B. Senate Veto Power – In accordance with Article VI of the Academic Senate Constitution, those appointment(s) are valid unless a majority of the Senators present, at a meeting that makes quorum, reject the appointment(s) that have been made.

II. PROCEDURE

A. Notification – In accordance with Article VI(4) of the Academic Senate Constitution, the President will notify the Senate of any committees that are formed, as well as the appointment of any faculty members to Senate, District and/or College Committees. Notification to the Senate shall be made at the next regular meeting immediately following the appointment(s). Notification to the Senate of all appointments and committee formations shall be listed and itemized in the agenda under a separate category entitled, “Committee Appointments”.

B. Motion for Action - Any member of the Senate may request any listed appointment or newly formed committee found in the “Committee Appointments” category of the agenda be placed as an Action Item on that same agenda. Prior to action being taken, a reasonable amount of time shall be allotted for discussion of the item in question. If no motion for Action is made, the appointment or committee creation stands.

III. STANDARDS OF APPOINTMENT – all appointments of faculty to committees will take into consideration the interests of equity and institutional advancement. The President shall confer with the faculty chair(s) of any committee for which an appointment is being considered, prior to making such appointments.

ACADEMIC SENATE
STATEMENT
on
FACULTY GOVERNANCE PARTICIPATION

I. MISSION

The contractual requirements of professional service for COC full-time faculty are largely found in Article 12 of the College of the Canyons Faculty Association (COCFA) Collective Bargaining Agreement. In addition to the teaching load requirements, Section A(2) of Article 12 requires full-time members to provide a full professional service week, that may include any number of professional responsibilities listed therein. In particular, Article 12(A)(2)(I) indicates full-time faculty may choose as part of their weekly service to participate in shared governance.

The historic 1988 State of California legislation, known as AB 1725, established many new responsibilities for community college faculty throughout the State. These new responsibilities permeate throughout local Academic Senates. The Academic Senate at COC has primacy in representing all collective faculty in academic and professional matters, as outlined in AB 1725 and realized through COC Board Policies and Procedures, as well as where delegated by the COCFA collective bargaining contract.

In order to fulfill the mission of this Academic Senate, and thus, the legally required academic matters of this District, it is imperative that all COCFA bargaining unit members define as part of their professional service week a commitment to active shared governance participation.

II. PHILOSOPHY

The appointment power of the Academic Senate is not absolute. It requires willing nominees ready to serve on Senate or college wide committees. The promise and benefit of AB 1725 is that it enshrines in law, more so than many professions, the opportunity to transcend traditional faculty roles as instructors in order to make a larger, professional impact on the community we serve and the educational system at large. Doing so comes at a price of professional, and sometimes personal, time and labor. But, the alternative is to diminish academic and professional quality and would arguably be an abdication of faculty's professional, statutory rights and obligations.

III. ROLE OF SENATORS

Faculty members that serve on the Academic Senate are in a unique position to become more learned in the broad spectrum of campus matters. As such, individual Senators are well placed to serve on other shared governance committees and sub-committees and to liaise with other constituent groups. Doing so is listed as an expectation within Article II(F) of the Academic Senate Bylaws. To ensure the adequate and proper long-term succession of academic leadership, members of the Senate, and faculty in general, need to regularly participate in the shared governance process to ensure seamless transitions of leadership and institutional effectiveness.

IV. PROFESSIONAL EQUITY – FACULTY AT-LARGE

Since the passage of AB 1725, the demands and responsibilities placed on the Academic Senate have increased exponentially. By extension, the need for all full-time faculty members to participate in the shared governance, collegial consultation process is more important than ever. And, as such, it is a matter of professional equity, efficiency and mere practicality, that they do so.

This is not to say the Academic Senate does not recognize the vast array of duties and workload performed and undertaken by full-time faculty in the service of this College. To the contrary, there is no way to fully determine the extent and effort each individual faculty member dedicates themselves to their profession. Enormous amounts of unseen work and effort manifest throughout the day-to-day duties and functions of academia. Thus, the Academic Senate respects the entirety of faculty work at College of the Canyons. However, like any campus constituency, it is necessary to reflect upon and take stock of its overall functions and need. Given the primacy and critical institutional role previously outlined, the Academic Senate is compelled to assert this philosophical statement into the consciousness of each and every full-time faculty member.

V. ADJUNCT FACULTY MEMBERS

College of the Canyons would not be able to succeed in its institutional mission if not for the work and support of its adjunct faculty members. They are a critical component of this campus and the entire community college system. The input and role of adjunct instructors toward achieving the Academic Senate's mission is important. However, given their own collective bargaining agreement, along with the practical restraints on participation, adjunct instructors are not the focus of this formal statement and its philosophical urgings. Nevertheless, the Academic Senate welcomes, encourages and needs adjunct instructors to participate in the governance process to ensure that, at a minimum, they are heard.

VI. ASSESSING SHARED GOVERNANCE PARTICIPATION

Each year, as a matter of duty, the President of the Academic Senate keeps an organizational record of Senate and District wide committee membership. The President regularly coordinates with the CEO, as well as with the COCFA President to determine and discuss matters contractually delegated to the Senate, along with an assessment of strategic and appropriate planning as it relates to campus policies, procedures and other academic and professional matters. It is in that capacity that the Academic Senate President has the resources and institutional knowledge to make equitable judgments about whom to approach as potential appointees to shared governance assignments. As previously noted, the vast unheralded work and effort of faculty is a given within the academic profession. And so it is also a common denominator, reflective of the predominant mindset of educators. From that baseline grows the known and publicized work of campus constituents, to include the Academic Senate and its sub-committees, COCFA and its sub-committees, collegial consultation and campus committees, Department Chairs, Club and programmatic advisors, as well as curricular and SLO coordinators, to name a few.

It is with great humility that the Academic Senate adopts this Statement on Faculty Governance Participation and calls upon all faculty members to seriously consider the call to action, inherent in this statement, or in practical terms when solicited by the Senate President and her or his designees, for greater service in the name of shared governance.

STANDARD COMPONENTS FOR ACADEMIC SENATE COMMITTEE CHARTERS/PROCEDURES

Last fall as the Accreditation Taskforce was working on the Accreditation Mid-Term report (which was due February 2017). The following Recommendation 3 pertains to the Academic Senate since we are involved in governance:

“In order to increase institutional effectiveness, the team recommends that the College develop formal, written policies and procedures to ensure that governance and decision-making structures and processes are regularly evaluated to ensure integrity and effectiveness, and that the College widely communicate the results of these evaluations and use them as the basis for improvement. (Standard IV.A.5)”

As part of working towards improvement in this area, the Committee on Committees began work last year to evaluate committees, which included creating an inventory of committees, and evaluation survey and the identification of essential features of committee operating procedures/charters:

Committee Operating Procedures/Inventory Features

1. Name of Committee
2. Committee Chair(s)
3. Type of Committee (Academic Standing Committee, Collegial Consultation, College Committee or Operational Team, College-Wide Committee, Ad Hoc)
4. Connection to other committees or board policies
5. Oversight
6. Duties and Functions
7. Committee Membership List (NOTE: *Academic Senate committees typically show composition by title, school and/or department, no individual names are listed*).
8. Management and Expectations of Committee Members
9. Attendance Expectations (if applicable)
10. Meeting Times and Location (NOTE: *Academic Senate committees vary – this can be open-ended or provide options such as ongoing/monthly, annual, semi-annual, as needed or other.*)
11. Program Review (NOTE: *The Academic Senate may want to track which committees under the Academic Senate have an Administrative Program Review*)
12. Joining/Observing (information on how folks can join or observe)

October 2016, I created an Ad Hoc Committee on Committees for the Senate to review the charters of our all committees. The Ad Hoc committee included: Jason Burgdorfer, Nicole Faudree, Kelly Burke, and Cindy Stephens. They met several times in fall and spring semester. As they were working on evaluating the charters, they compared for example, the charters of Program Review and Committee on Assessing Student Learning. This work continued in the respective two larger committees. Furthermore, this work was also used in the Faculty Professional Development Committee in the spring, as that group was revising its procedures. The group accepted the above list in a *de facto* manner.

Note: suggestions from the Senate Policy Committee are noted in bold, underlined, green, italic text

Board Policy 5511 – Financial Aid ¹

Reference:

20 U.S.C. Sections 1070, et seq.;

34 CFR Section 668;

Education Code Section 66021.6 and 76300

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965 as amended

ACCJC Accreditation Standard III.D.15

5511.1

- A. A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.
- B. All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.
- C. The District shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

5511.2 Misrepresentation

- A. Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in “substantial misrepresentation” of:
 - 1) the nature of its educational program,
 - 2) the nature of its financial charges, or
 - 3) the employability of its graduates.
- B. The District shall establish procedures for regularly reviewing the College’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.
- C. This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing board do not waive any defenses or governmental immunities by enacting this policy.

D. Board Approved:

E. Next Review Date:

¹ We understand that the old policy was numbered 511; by adding a “5” brings it in line with our four-digit numbering system. However, since we are changing the BP number, why not change the entire number and bring it in line with the Community College League’s numbering system: 5130?

Note: suggestions from the Senate Policy Committee are noted in bold, underlined, green, italic text

Administrative Procedure 5511 – Financial Aid²

Reference:

California Education Code, Sections 066021.6, 66025.9 and 76300;
Department of Education, 34 CFR, Section 668; (U.S. Department of
Education regulations on the Integrity of Federal Student Financial Aid
Programs under Title IV of the Higher Education Act of 1965, as amended)
Title 5, Sections 55031 and 58600 et seq.;
United States Code, Section 1070 et seq.
ACCJC Accreditation Standard III.D.15

1. A student financial aid handbook, pamphlet, or other orientation and educational material are available in each college Financial Aid Office, on the college websites, and in the college catalogs. The materials are reviewed and updated accordingly. Websites describing financial aid procedures are also made known to students. These materials address, at a minimum:
 - a) Application procedures, including deadlines
 - b) Student eligibility
 - c) Payment procedures
 - d) Overpayment recovery
 - e) Accounting requirements
 - f) Satisfactory progress standards
2. Consistent with the applicable federal regulations for federal financial aid, Santa Clarita Community College District (SCCCD) shall not engage in "substantial misrepresentation" of:³
 - a) the nature of its educational program
 - b) the nature of its financial charges, or
 - c) the employability of its graduates

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³ This wording is included as part of the BP under the Leagues sample policy data base; we are curious why the SCCCDC would place this in the AP instead of the BP?

Alternative/additional wording for section 2:

Misrepresentation⁴

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

3. SCCC Financial Aid Offices shall ensure all information pertaining to the SCCC's financial aid program available to the public is regularly reviewed for accuracy and completeness. To ensure compliance with this policy, SCCC shall establish procedures for SCCC employees involved in financial aid or admission services to receive appropriate information on educational programs, anticipated student financial expenses, and graduation employment rates.

Loss of Eligibility for BOG Fee Waiver⁵

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

⁴ This is additional wording from the Leagues sample AP. Would it be beneficial to include this in our AP?

⁵ This is additional wording from the Leagues sample AP. Would it be beneficial to include this in our AP?