Academic Senate Summary for November 7, 2019

Voting Members					
Senate President	Rebecca Eikey	A	Business Senator	Gary Collis	X
Vice President	Jason Burgdorfer	X	Learning Resources Senator	Ron Karlin	X
Immediate Past President	VACANT	A	At Large Senator	*Lisa Hooper proxy for* Garrett Rieck	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	A
Policy Review Chair	David Andrus	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	David Brill	X
MSHP Senator	Sab Matsumoto	X	At Large Senator	Mary Corbett	A
VAPA Senator	*David Brill proxy for* Wendy Brill-Wynkoop	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Erika Torgeson	X	Adjunct Senator	Jessica Small	A
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	Philip Marcellin	X	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	

Non-voting Members	
Joe Gerda	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	A
Dr. Wilding	A

Guest			
Jim Temple	X	Omar Torres	X
Katie Coleman	X	Preeta Saxena	X
Tara Williams	X	Kathy Bakhit	X
Jane Feuerhelm	X	Dr. Dianne Fiero	X
?		?	

A. Routine Matters

1. Call to order: 3:05 pm
2. Public Comment: Both Rebecca and Wendy are absence and are attending the ASCCC Fall Plenary.
3. Approval of the Agenda: Motion by Aaron Silverman, seconded by David Andrus. Unanimous. Approved.
4. Committee Appointments:

- Michael Leach- Ad hoc Committee Intercollegiate Student Representative Committee

5. Approval of the Consent Calendar: Motion by David Brill, seconded by Aaron Silverman. Unanimous. Approved.

Academic Senate Summary, October 24, 2019 (pg. 3-7)	Curriculum Committee Summary, October 31, 2019 (pg. 8-10)
Program Viability Summary, October 17, 2019 (pg. 11-14)	Faculty Professional Development Summary, September 23, 2019 (pg. 15-16)

B. Reports (7 minutes allocated for each report)
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.
1. Vice Presidents Report, Jason Burgdorfer
   - ASCCC had an opposition stand on the Bacheloriate degree program. There is a resolution to reverse that stand and support the expansion of this program across the Community College System. Voting for this resolutions will take place at the ASCCC Fall Plenary.
   - Program Review is now open which includes the Facilities Master Plan component. The Athletics department is going through a remodel. There will a lot of offices will be available all at once. Initially these offices will be just for the Athletics Department. The process will serve as a good model for the current 8 offices and the future 24 office at the Canyon Country Campus. There was a clarification that for the faculty were hired and who are assigned to the Canyon Country the district will need to find them offices.
2. Elections Committee, Dustin Silva (written Report) (pg. 17-20)
   - Dustin provided a written report. Vice President asked Senators to review the report in the agenda. Dustin outlined the changes to the Elections Committee. There is a Senate Election coming up for President and Vice President as current President and VP are not running again. The nominations will close by the end of the 2nd week of the spring semester. Once this election is concluded the elections for the Senator positions will begin which are up in the 2 year cycles.
3. Guided Pathways Report, Erika Torgeson
   - Due to recent fires the Guided Pathways Steering committee meeting was no cancelled. We are currently in a holding pattern.
   - Data Coach training #5 will be re-scheduled to Nov. 8th from 9am-11am in BONH-106. Data Coach #6 is scheduled for Nov. 15th from 1-3pm in BONH-106.
   - Next week the IE2 Standard Committee Meeting will be taking place. Planning for the rest of the year and for the fall 2020 is still being done. There are no workgroups except for the groups with Canyon Connect. Work is being done to finish Mapping. The Equity Minded Practitioners next meeting will take place on Thursday Oct. 21st room and time is to be determined.

C. Action Items
Below are a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, CA. 91355

1. Revised Discipline Memos Larry Schallert (pg. 21-22)
   - Note: Additional discipline assignment has been added.
   - It was clarified that Vocational (Short Term) Noncredit is a discipline and an individual would need to have work experience in the discipline that most closely represents. It was also clarified that Educational Administrator is also a discipline and the MQ's for this discipline are a Master's Degree and one year of experience.
   - Motion to approve the discipline memo by Gary Collis, seconded by Ron Karlin. Unanimous. Approved.
2. Revised Discipline Memos Harriet Happel (pg. 23-24)
   - Note: Additional discipline assignment has been added.
   - There was a suggestion to identify on the memo which new discipline has been added to the memo.
   - Motion to approve this discipline memo by Gary Collis, seconded by David Andrus. Unanimous. Approved.
3. [Adopt the "Monarch" butterfly as a symbol to show support for undocumented students](#)
   - Motion to open the item for discussion by Marco Llaguno, seconded by David Andrus. Unanimous. Approved.
   - As a result of the taskforce meeting it was recommended that Senate adopt this symbol. The symbol can be displayed throughout the campus such as office doors, windows, computers and devices to indicate that the campus support Dreamers. The symbol was not decided upon but this symbol is a common symbol for the Dreamers. This symbol if adopted locally is the common symbol seen throughout the state. There are two counselors who deal with Dreamer students which is April Reardon and Connie Perez and both have been using monarch butterfly buttons. The buttons are also being used on campus and have been given to students during DACA week. This item was listed as "Action" item on the October 24th agenda due to DACA week.
   - There was a question regarding if the monarch butterfly is adopted as a symbol what does it mean? If this symbol is adopted will other values associated with this movement be adopted as well? It was emphasized that while many do support Dreamer's there are others on campus who do not. In adopting this symbol does it imply that the individual has specific knowledge or ability in regards to student services? With being a Hispanic Serving Institution there are resources in place but more information is needed regarding how to provide those resources to students. Is there a point person for this effort? Is there a budget? The Taskforce will be meeting in two weeks.
   - Motion to table this "Action" Item to have it return as "Discussion" attached to a point person who can answer questions by David Andrus, seconded by Rebecca Shepherd. Unanimous. Approved.

D. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. ADT's Electives, Lisa Hooper
   - Lisa shared information on the Transfer Model Curriculum located at c-id.net/tmc. In particular templates for the Computer Science and Philosophy Transfer Model

Curriculum (TMC) were shared as examples. The college has to comply with these templates when a TMC is created which becomes the Associate Degree Transfer (ADT.) There is some flexibility with these templates.

- Computer Science TMC Template Example: If the Computer Science Faculty were building their TMC degree they can include courses in Physics, Biology or Chemistry or select all three courses and allow students to decide for themselves. Computer Science faculty could also choose to only include courses in Physics. The concern is that a student may have taken courses in Biology or Chemistry previously and fulfilled a particular area. The student then may be unaware they've fulfilled that are due to courses being removed from the template. The student may then end up taking courses in Physics and end up with more units than they needed. This issues is seen with many TMC options.
- Philosophy TMC template example: This template also allows for some flexibility. In this example there are two courses listed under "List A" which includes two history course options. Faculty could choose to eliminate the two history options and just keep Philosophy of Religion and Social & Political Philosophy course. There could be more students enrolled in Philosophy courses.
- Course Substitutions for ADT's: Current Articulation officers are involved in course substitutions for ADT's and this is not the Dept. Chair's role. Dept. Chairs are responsible for course substitutions for local degrees in determining if a course is similar to the one offered at COC. The state of California in partnership with CSU's and CCC's have developed the Common Identifier Descriptors or CID's. If a course has a CID it is supposed to be the equivalent to any other course offered in the state. Julie Hovden is the current Articulation Faculty member and Patrick Backes is the Articulation Officer who process about 500 Course Substitutions for ADT's annually. The majority of student who request course substitutions are those who have met with Counselors due to Counselors understanding that these options exists. A student could submit a request for a course substitution if for example a student changes their major.
- The question being discussed was in regards to should flexibility be allowed or should all transfer model courses be listed in a TMC model. This may be an equity issue as only those students who meet with a Counselor are getting the option to submit for a course substitution. It was a clarified that the TMC model still trumps what is printed in the catalog. The question is regarding if changes can be made to an ADT locally? Or should all courses be listed as options on the ADT's. ADT's are created through a collaborative effort as a result of a statewide initiative aimed at reducing the number of unit's student attempt and complete. ADT's have been in existence for about 5-8 years. It was clarified that a course CID would be listed as applicable for an ADT and not necessarily that it's being offered. A course cannot be listed for program in the catalog if it's not being offered. The spirit of the ADT's is to provide flexibility and cross articulation. The general consensus is to keep course options as broad as possible and allow faculty to make any changes to local degrees as needed.

2. BP & AP 5410 DSP&S, David Andrus, (pg. 25-29)
    - This policy is a new proposed policy procedure. Jane Feuerhelm was tasked with providing the campus with this board policy in collaboration with the Policy Committee. The policy procedures enables, in line with state law, all services offered through DSP&S. The BP policy outlines the statement and the eligibility criteria,

student rights & responsibilities and availability of services. AP highlights processes and requests for accommodations for students with disabilities in the classrooms. The language in the policy is based on requirements outlined in Title 5. There was a recommendation for faculty to familiarize themselves with the policy language so they can familiarize themselves with the processes students go through. However, the office of DSP&S ensures there is communication with faculty regarding a student. If students are not accommodated many times parents of student contact the instructors directly. The DSP&S department works on emphasizing with faculty that those requests need to be referred back to the DSP&S office. Any requests for an accommodation form presented to faculty by a student should have a "red stamp" with indicating the semester.

- There was a suggestion to have, in the future, a report or discussion to the Senate to create more visibility, awareness and to answer any questions. This item will return on the next agenda as an "Action" item.

3. Emergency Preparedness All-College Drill, Jim Temple
    - The purposed of this item is to identify a specific type of emergency drill for spring 2020.
    - Planning for a drill allows the Incident Command Team to analyze the amount of resources available on campus during different times of the day. A future drill could be set up to avoid evacuating the classrooms and would last only 10 mins. There was a question regarding should there be day and night time drill or just one or the other. There are limited resources available during evening and night times. Should this be a shelter in place drill? Due to 8 week courses it was suggested not to hold a drill during weeks 1, 8 & 9. There are no updates on installing black out shades for classroom windows but Jim will follow up on this. There was a request to have the Wellness Center send out an email prior to the drill date to students informing them of the drill. Many students may experience triggers such as those suffering from Mental Health illness or Veteran students. Could the Wellness Center inform students that there will be extra hours, counselors and services available to them? Special thanks was given regarding the extra people stationed in the parking lots during the last drill. There was a suggestion to look at possible types of drills and prioritize which are high probability incidents. There was concern that during the last emergency campus shut down there was a heavy amount of traffic. Could people be stationed to direct traffic in the future due the lack of traffic lights? If an evacuation had to take place during evening hours how would the process take place with less personnel on campus? It was recommended to hold a collaborative meeting with AFT regarding how evening adjunct faculty could prepare for a drill? The first half of the semester tends to be less busy there was an agreement to schedule a drill during week 3 of the spring 2020 semester during evening hours. There was a second option proposed to hold a drill during week 5. Jim will bring back information to the Incident Command Team.
    - A drill date will be brought back as an action item at the next meeting.

E. Unfinished Business
Below is a list of items that can be discussed for a future date.
1. Senator Responsibilities and Communication, Rebecca Eikey
2. Accommodating Intercollegiate Student Representatives Form, Lisa Hooper

- Note: Action may be taken at the Nov. 21st meeting
- There was a reminder for schools to have this discussion and collect feedback for this item.

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. Guided Pathways Organizational Chart
   - Note: This item will discussed on the Nov. 21st meeting.
2. ASCCC Exemplary Award Process
   - Note: This item will be discussed in the spring to take action.
   - There was a reminder for schools to have this discussion and collect feedback for this item.

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 248

Existing Policies:
BP 4030 & AP 4030 Academic Freedom (Back in Committee per CPC)
BP 4240 Academic Renewal
BP 4233 & AP 4233 Attendance
BP 7120 & AP 7120 Recruitment and Selection
Student Conduct (Phase 2 - BPs 5529 Student Conduct, BP 5530 Disciplinary Action & 5531 Due Process – Student Disciplinary Action)
BP 6700 & AP 6700 – Civic Center and Other Facility Use
BP 7250 & AP 7250 Administrative Retreat Rights
New Policies:
BP 3535 & AP 3535 Camera Policy *(new policy)*
BP & AP 4231 Digital Badging *(new policy)*
BP 5140 & AP 5140 DSP&S *(new policy)*
BP & AP Covering Substitute Teachers *(new policy)*
BP & AP Freedom of Speech, Harassment (*new Policy*)   • BP 528 Student Rights to Expressive Activities   • BP 804 Distribution of Publications and Other Duplicated Material by Non-Students and Non-Student Groups   • BP 808 Non Student Speakers

H. Announcements

- Next Academic Senate Meeting Nov. 21st 2019
- Academic Senate President & Vice President Nominations for next 2 year term
  - Note: The nomination period will remain open through the rest of the fall 2019 semester and the first two weeks of the spring 2020 semester, closing at 5:00 pm on Friday, 2/21/2020.

- There may be a recommendation from the Academic Staffing Committee based on survey results. Students voted overwhelming towards on option and the staff towards another option.

I. **Adjournment:** 4:38pm