



College of the Canyons Academic Senate

May 6, 2021

3:00 p.m. to 4:50 p.m. Via Zoom

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/91488707650?pwd=RncxcWZKaGFRT0tueWxVdkiSemY2Zz09>

Meeting ID: 914 8870 7650

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AGENDA

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

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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. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:
 - [Tenure Committee list 2021-2022](#)
 - Jennifer Paris, Bookstore Committee
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar

Academic Senate Summary, April 22, 2021 (pg. 3-10)	Curriculum Committee Summary, April 29, 2021
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B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. [Civic Engagement Committee Annual Report](#), Patty Robinson
2. Minimum Qualifications & Equivalencies (MQE) Committee Annual Report, Alisha Kaminsky
3. Academic Senate Presidents Report, David Andrus

C. Action Items

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

1. BP/AP 4232 Digital Credentials, Gary Collis
 - a. BP 4232 (pg. 11)

- b. AP 4232 (pg. 12-14)
- 2. BP 7215 Academic Senate Participation in Collegial Consultation, Gary Collis (pg. 15-16)
- 3. BP & AP 7360 Discipline & Dismissal-Academic Employees, Gary Collis
 - a. BP 7360 (pg. 17)
 - b. AP 7360 (pg. 18-21)
- 4. BP/AP 5010 Dual/Concurrent Enrollment, Gary Collis
 - a. BP 5010 (pg. 22-24)
 - b. AP 5010 (pg. 25-28)
- 5. 2021/22 Senate/Curriculum Meeting Schedule (pg. 29-32)
- 6. [Curriculum Committee Operating Procedures](#), Lisa Hooper

D. Discussion

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

- 1. Canvas Shell Templates, Joy Shoemate, James Glapa-Grossklag & Helen Graves
- 2. Academic Senate Faculty Office Procedures, David Andrus
 - a. Office Procedures (pg. 33-39)
 - b. Appendix A. (pg. 40-42)
- 3. AP 4250 Academic Probation, Gary Collis (pg. 43-47)
- 4. AP 4251 Progress Probation, Gary Collis (pg. 48-52)
- 5. BP/AP 3250 Institutional Planning, Gary Collis
 - a. BP 3250 (pg. 53)
 - b. AP 3250 (pg. 54)

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

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. Announcements

- Next Academic Senate Meeting Spring 2021: May 20
- [2021 Faculty Leadership Institute, -Virtual Event, June 17, 2021 to June 19, 2021](#)
- [2021 Curriculum Institute-Virtual Event, July 7, 2021 to July 9, 2021](#)
- Senate Executive Committee meeting, May 20, 2021

H. Adjournment

Academic Senate Summary for April 22, 2021

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	Rebecca Eikey	A	At Large Senator	Ambika Silva	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	Gary Collis	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	Rebecca Shepherd	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mary Corbett (via phone)	X
VAPA Senator	David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Lauren Rome	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	Philip Marcellin	A	Adjunct Senator	Aaron Silverman	X
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members			
Dr. Omar Torres	X	Dr. Paul Wickline	A
Marilyn Jimenez	X	Nicole Faudree (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative (David Gonzales)	A

Guest							
Ann Hamilton	X	Dr. Edel Alonso	X	Marla Markarian	X	Siane Holland	X
Daylene Meuschke	X	Dr. Kathy Bakhit	X	Michelle LaBrie	X	Teresa Ciardi	X
Desiree Goetting	X	Dr. Jasmine Ruys	X	Mike Harutunian	X		
Dr. Diane Fiero	X	Gary Sornborger	X	Miriam Golbert	X		
Dilek Sanver-Wang	X	Kelly Burke	X	Patty Robinson	X		

A. Routine Matters

1. Call to order: 3:04 pm
2. Public Comment: none
3. Approval of the Agenda:
 - Motion to approve the agenda by Tammera Rice, seconded by Gary Quire. Unanimous. Approved.
4. Committee Appointments:
 - Hiring Committee

- Connie Perez, Counseling
- Garrett Hooper, Counseling
- 5. Sub-Committee Summaries: none
- 6. Approval of the Consent Calendar
 - Motion to approve the consent calendar by Tammera Rice, seconded by Lisa Hooper. Unanimous. Approved.

Academic Senate Summary, April 1, 2021 (pg. 4-22)	Curriculum Committee Summary, April 15, 2021
At-Large Senator Election Results (pg. 12)	Curriculum Committee Handbook , Lisa Hooper

B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. [Civic Engagement Annual Committee Report](#), Patty Robinson
 - a) Due to some technical issues the linked report was not loading properly. This report will return on the May 6, 2021 agenda. Special thanks to Patty for her collegiality and her willingness to return on the next agenda.
2. Academic Senate Presidents Report, David Andrus
 - a. [Senate Program Review/Budget](#), David Andrus
 - i. We are the end 3 year cycle and next year is Year #1. There was a budget request for approximately \$25,000 for conferences and expenditures. There are some goals included for DEI and Anti-Racism. It is recommended to have Senators review so a discussion item can be included in the fall and collect input to submit for the Year #1 program review cycle in fall, 2021.
 - ii. Congratulations to Marilyn for here new apple mac and mouse computer. The Senate authorized the use of funds to purchase the new Academic Senate laptop. The Academic Senate budget report was shared for spring 2021 which shows there are now \$2,681.37. The apple computer was a bit more than the \$1,600 that was estimated. Other expenses included registration fees for faculty to attend ASCCC events. Since there is low travel there are some unspent funds remaining in the budget. If anyone has any ideas on how the Senate could best use those funds please let David know.
 - b. Special Thanks: The BOT, Dr. Torres and other administrative leaders are aware of how hard everyone is working. The BOT members are appreciative of all the work everyone in such a fast pace environment. Everyone is encouraged to take a break if needed and ensure we do self-care.
 - c. Chancellors Report Update: Chancellors sent out a staffing memo based on the ASC staffing recommendations. This memo will be forwarded to the BOT. There will be 14 new FTF for 2021-2022 year and 6 more for the fall 2022 semester.
 - d. Commencement Committee Update: David is part of this committee. There will be Grad Walk that will be modeled after other institutions. The county is opening up but orders are still in place up through June. Dr. Jasmine Ruys and Kelly Dapp have given thought to an alternative approach at the football stadium. However, this may not be the direction the campus will, or can go due to covid restrictions and related logistical constraints. The Grad Walk will take place at the University Center over the course of 4 days from June 2nd to June 5th. David will be sending out an email in the next couple of days with more detail. Graduates will have an

opportunity to have their pictures taken, names read, with limited attendees for 15 minutes or so. There will be appointments where students can sign up and where family can attend. There is a need for many more readers over the course of multiple days. The readers will read off the names of graduates as they walk across stage to receive their degrees. The email will include a doodle poll to sign up to be a reader for different increments of time. Faculty are also being encouraged to attend graduations not just as readers, but to support our students. There is also a plan to host school celebrations which will most likely be held virtually. It would also be preferable to have schools walk on a particular day. But this is not a logistical reality.

- e. Academic Senate Survey Results: David will include results as a discussion item at the fall 2021 retreat meeting.
- f. ASCCC Spring 2021 Plenary update: This is a 3-day event which is now virtual. There were some useful workshops, it is always a good idea to send a team. Curriculum Committee has typically sent a team. For fall 2021 the event will likely be in hybrid format as some will be able to attend in person. ASCCC Saturday Resolution voting is interesting and rewarding as there can be range of philosophical differences regarding pedagogical standards or needs. David has some ideas as to how we can expand our involvement statewide. Ideally it would be preferable to have local discussion regarding ASCCC resolutions. The idea is not necessarily to discuss merely for informational purposes, but more so to be more informed when voting and enable our own campus dialogue about important matters. The resolutions could trigger interesting academic and professional discussion.
- g. ASCCC Curriculum Committee Institute: The Curriculum Committee is planning to send 6 faculty to this session to ensure coverage in as many workshops as possible. There was a request to have Senate pay for the 6th person to attend. Faculty are sent based on their areas of expertise or tracks.

C. Action Items

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

- 1. AP 7120A Recruitment & Selection Academic Employees, Gary Collis & Dr. Diane Fiero (pg. 13-24)
 - a. The documents have not been updated since the last Academic Senate meeting. Adoption of this policy will trigger a repeal of the part the faculty section of the existing AP 7120 that will happen at CPC.
 - b. Motion to adopt AP by Lisa Hooper, seconded by Gary Quire. Mary Corbett, verbal (yes) vote. Unanimous. Approved.
- 2. Add Code Enrollment Procedures, David Andrus (pg. 25-26)
 - a. Option 1: This option is the current system in place.
 - b. Option 2: This option has been changed. This option is a balance between the 5–8-week classes and the 16-week classes.
 - i. 5–8-week courses: For 5–8-week short term courses open enrollment would be based off of the conclusion of the 1st week. Faculty would not have access the 1st week.
 - ii. 16-week courses: In this option add codes would not be used until the 2nd Monday.
 - iii. There was some discussion in the School of Applied Technology about the idea of keeping the 16-week courses open to open enrollment for a week. In regards to 5-8 classes faculty are losing a lot of instruction time. For many Applied Tech and CTE area this option is a benefit for students as it allows extra days for students to register and

for sections not to be cancelled; to the detriment of students, faculty and programs. Many CTE courses are lower enrolled and student tend to enroll late. Adjunct faculty are working full- time in their industry and tend to have a slower response time.

- iv. In this option, 5–8-week short term courses halt the practice.
- c. Option 3: This is the option that was included in the last version of this proposal. This option changes the system and gives control of student enrollment to faculty. This option halts the practice of allowing student to self-enroll at the end of the 1st week of the class.
- d. SBS voted for option # 3 and Humanities voted for option #3 with a possibility for option # 2. VAPA is in favor of option #3.
- e. If option #2 is voted on would the instructor have full control over add codes? What is considered a full semester course? Are non-credit courses considered short term? About 10% of the Non-credit courses are 16-week full term classes. These are all in non-credit ESL. Most courses in non-credit are considered short term.
- f. Motion to approve Option #2 by Regina Blasberg, seconded by Gary Quire. Votes collected via verbal roll call vote:

i. Motion passed with 10 (yes) votes, 9 (no) votes, 2 (abstentions). Approved.

Senator	Yes	Senator	No	Senator	Abstained	Senator	Absent
Andrus, David	X	Llaguno, Marco	X	Hepburn, Pet	X	Eikey, Rebecca	X
Blasberg, Regina	X	Paris, Jennifer	X	Rieck, Garrett	X	Marcellin, Phil	X
Brill, David	X	Pearl, Carly	X				
Collis, Gary	X	Suebert, Erica pro Shane Ramey	X				
Corbett, Mary	X	Rice, Tammara	X				
Hooper, Garret	X	Rome, Lauren	X				
Hooper, Lisa	X	Suebert, Erica	X				
Quire, Gary	X	Shepherd, Rebe	X				
Riviera, Ben	X	Silva, Ambika	X				
Silverman, Aar	X						
Totals =	10		9		2		2

- 3. Add a meeting or the Emeriti Celebration, David Andrus
 - a. Every year any Brown Act organization sets its schedule and once this scheduled is adopted any additional meetings scheduled are considered special meetings. There is a suggestion to add a June 2nd celebration meeting. It was clarified that this is not an Emergency meeting. Due to the virtual environment, it makes sense to have a virtual celebration. However, post pandemic it may not be in best practice to use Senate meetings for celebrations outside of the business meeting structure. Typically, acknowledgement of Emeriti and Tenured faculty is done at graduation/commencement. As previously discussed, commencement will not be held on campus as it has been in the past. If a special meeting is held there needs to be a quorum and senators will need to vote on Emeriti status. This meeting would be held for 60 minutes, not 90 minutes.
 - b. Emeriti Status Process: This is offered to retirees due to their years of expertise and years of services to the college. Emeriti faculty become alumni of the college. If meeting where to take place in BONH-330 the retiree's photo would go up on the Faculty Emeriti wall. There is also the

possibility of resurrecting a Senate Celebration that used to take place several years ago. This would be a different than awarding Emeriti status at a Brown Act meeting.

- c. There was a reminder that the June 2nd meeting may overlap with the Grad Walk event. The Grad Walk takes place over the course of 4 days.
- d. This item is not for a vote and it will not return on the next meeting. The intent is to go ahead and send out an agenda for the June 2nd meeting.
- e. Motion to table this item by Lisa Hooper, second by Erica Seubert. Votes collected using the participants zoom window. Verbal (yes) vote for Mary Corbett. 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. BP/AP 4232 Digital Credentials, Gary Collis
 - a. BP 4232 (pg. 27)
 - b. AP 4232 (pg. 28-30)
 - c. The documents are a collaborative effort by the Policy Review Committee, Garret Rieck, Wendy Brill, Dr. Jasmine Ruys and others around campus. This is not a perfect document; however, the college is currently issuing badges without the existence of a policy. This is allowed, but it would be best to have a policy in place to provide guidance and oversight. There are currently no college policies or procedures governing this practice. There may be more robust controls put in place in the future for the circumstances under which digital credentials are issued. The hope is that this policy will help reduce the workload on the campus. Research was done around the state of California for model or sample procedures and policies with respect to the use and issuance of digital credential however, none was found.
 - d. There is some diversity of views on digital credentials as a concept. There are some disciplines that are anxious for them, and there are others which are not. There are several faculty members who have indicated that with respect to their work with clubs and honors societies they are interested in utilizing this tool.
 - i. Non-Credit Department: Several faculty in Non-Credit are anxiously awaiting to use in certificate programs. Students in Non-Credit prefer the digital credential over a paper certificate.
 - ii. Professional Development: Professional Development uses this district asset for various programs.
 - iii. Business Department: A program similar to LinkedIn Learning which will give students opportunities to obtain digital badges is being developed. These badges will help students obtain interviews and internships. This program will be available starting fall 2021.
 - e. Digital Credentials have been divided into transcriptable and non-transcriptable categories. The transcriptable are visual representations of a degree or certificate. The non-transcriptable are badges that pertain to some sort of achievement.
 - f. Acclaim Contract: There is a contract with a company called Acclaim which creates digital badges. This company collects the metadata. The college is coming up on the 3rd year of the contract. There are skills added to the descriptions which are the metadata for each digital badge. This is created by faculty who are discipline experts in a field. The courses are listed for all current programs in career skills. When someone clicks on the digital badge it will list the

courses that have been successfully completed and it will load tagged skills. If the curriculum changes, a faculty member could go back in and edit or create a new badge.

- g. It is important to ensure that badges are being distributed with the right metadata that reflects the program that has been approved by the Chancellor's office. If there is the onboarding of a new faculty member these new faculty would be trained on digital badges. Depending on whether a department is choosing to use transcriptable or non-transcriptable badges the department will need to set an objective departmental standard or the development of an objective rubric. Admissions and Records would be responsible for transcriptable badges and academic departments would be responsible for non-transcriptable badges.
2. BP/AP 5010 Dual/Concurrent Enrollment, Gary Collis
- a. BP 5010 (pg. 31-34)
 - b. AP 5010 (pg. 35-40)
 - c. Administration is interested in expanding the current policy which limits admission to students who are in the 11th and 12th grades. There is an exception for highly gifted students but for the most part 9th and 10th graders are not entitled to enroll. The Policy Review Committee (PRC) does not believe it is an equity issue to keep 7th and 8th graders out of college. Many believe this movement began in Sacramento with policy makers. As many believe that it may be more affordable to education California students once rather than twice. The PRC is appreciative of having the opportunity to work with Administration. The committee has endorsed these changes as the Administration has limited enrollment for 9th and 10th grade students to Dual Enrollment. This eliminates a lot of grade age disparity and concerns with issues from mandated reporters.
 - d. The Policy Review Committee has several members who are passionate in their views of this subject. There is a great deal of concern about high school and college collapsing on each other. What will this mean for younger students enrolled in what should be advanced coursework? There is also concern with existing COC students who are enrolled and who may already have doubts about their academic potential. Placing 13 years old may not bolster their belief in themselves.
 - e. Faculty discretion over courses: Faculty will have discretion with respect with the decision to offer a particular course in the Dual Enrollment format. While this discretion has always been in place it wasn't always understood or stated within a document. The Administration is supposed to communicate the prospect of course offerings to the Department Chairs. The Department Chairs are supposed to engage in dialogue with as many faculty members as possible within their department. Faculty who historically have taught a course will be offered the opportunity to teach. Faculty will have a 14-day period to approve course, such as on an ongoing basis. The list of courses will need to fluid to allow for flexibility and growth. It was stated that in the past there have been some departments which have embraced 9th and 10th graders. There are some concerns with staffing and not having enough staffing at the college campus if the majority of the students are enrolling at the high schools.
 - f. Appropriateness Evaluation of Courses: The contract does state that faculty will have an appropriateness evaluation of the courses. Ed Code and AB288 has allowed for this review. Courses can be pulled off the list if it is later determined that the course content may be inappropriate for younger students. The evaluation will be in concert with the Hart District along with Departments and Department Chairs. It is suggested to have COC and the Hart District

develop a rubric to help evaluate the appropriateness of courses? Some faculty may need to revamp their course content.

- g. Will different departments submit a list that would be approved by the Senate? This item will return as an action item.
3. BP 7215 Academic Senate Participation in Collegial Consultation, Gary Collis (pg. 41-43)
- a. This is a revision of a policy, pursuant to which this body, the Senate provide input to the District. The green font included is an insertion of a definition of Academic Senate such as, “the district will rely primarily upon OR by mutual consent.” Classification have not been changed but the law requires that each college District adopts a policy where we explicitly lay out which of the 10 +1 categories fall into which of those the two areas. The committee structure was deleted. The description in sub-section #3 was removed as it was not needed.
 - b. This item will return as an Action item.
4. BP & AP 7360 Discipline & Dismissal-Academic Employees, Gary Collis
- a. BP 7360 (pg. 44)
 - b. AP 7360 (pg. 45-48)
 - c. Revision was made to this policy and there were not many changes. At the bottom of BP7360 some language was removed as it was potentially misleading, legally unnecessary and created confusion. The BOT is empowered through Ed Code to suspend, discipline or remove faculty members who are charged with the commission of a sex offense or narcotics offense. This was permissive language and which had been adopted by the district long ago. If there was a case of a sex offense or conviction and arrest records were brought forth to the attention of the BOT then the BOT would work on that situation.
5. 2021/22 Senate/Curriculum Meeting Schedule (pg. 49-52)
- a. Typically, schedules are adopted in 2-year increments. Last year the current meeting calendar was adopted. However, the college had not yet adopted the next year’s, 2021-2022 calendar. Next year the Senate will be planning for a two-year set of meeting dates. The agenda includes options #1 through #4.
 - i. Options #1 and #2: Senate would host its retreat during FLEX week on August 19th. #1 does not have a final meeting during finals week (the last week of the semester) but options #2 does. It is important to end the calendar with a Senate meeting to approve the work of the Curriculum Committee to allow for this work to advance to the BoT.
 - ii. Options #3 and #4: The Senate retreat is held during first week of the semester. A meeting is held during finals week. There is no meeting held during finals week (the last week of the semester).
 - b. If curriculum meets during the 1st week of the term it can slow down productivity as a lot of work is done in between Senate meetings. The preference is to have Curriculum meeting during the 2nd week of each term. Some feel it is important to host both a Senate and Curriculum committee meeting in November. Some faculty are in favor of not having a meeting during finals week to allow the addition of the potential Emeriti meeting. There was a reminder that during the pandemic a virtual celebration meeting was appropriate. Assuming everyone can be back on campus a year from now and we are out of the pandemic the meeting in which Emeriti status is conferred may be held in BONH-330. In the past awarding Emeriti status took 10 minutes or so and didn’t really celebrate the faculty member retiring. The interest is to return this formal nominating practice back to the limited aspect of a Senate business meeting, to then be

followed up with a non-Brown Act celebration meeting/celebration to properly celebrate faculty retirees. This would allow for business meetings to be used for business as much as possible.

- c. The 4 options will return on the next agenda as an action item.
6. [Curriculum Committee Operating Procedures](#), Lisa Hooper
 - a. Work on this document was developed in stages. There is strong interest in finalizing this document. This document captures the work of the Curriculum Committee. There has been an addition of the non-credit department. The committee composition is somewhat directed by the Academic Senate Constitution and Bylaws. Adjunct representation on the Senate is compensated and on the Curriculum committee it is only funded at one position. The current By-laws allow for more but the adjunct membership was not expanded as there were no funds available to compensative adjunct participation. There are not many differences or revisions to this document, but it did need to be updated. It has been the standard practice for the Academic Senate to approve the committee procedures. There will soon be committee procedures coming through from the Academic Freedom Committee as well. Many committees are doing the work of the Senate and therefore the Senate should have an idea of their function. The Curriculum Committee is one of the most important committees the Senate and District has.
 - b. This item will return as an action item.

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

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. Announcements

- Next Academic Senate Meetings Spring 2021: May 6 & May 20
- [2021 Career Noncredit Education Institute, April 30-May 2, 2021, Virtual Event](#)
- [2021 Faculty Leadership Institute,-Virtual Event, June 17, 2021 to June 19, 2021](#)
- [2021 Curriculum Institute-Virtual Event, July 7, 2021 to July 9, 2021](#)

H. Adjournment: 4:57 pm

BP 4232 DIGITAL CREDENTIALS

The CEO shall establish procedures for the creation and issuance of Digital Credentials.

The District shall rely primarily on the recommendations of the Academic Senate regarding the creation and issuance of Transcriptable Digital Credentials.

AP 4232 DIGITAL CREDENTIALS

4232.1 DEFINITIONS

Digital Credentials – Digitally-created symbols or icons that serve to visually represent, identify, or highlight degree or certificate completion, competencies, skills, or other achievements.

Transcriptable Digital Credentials – Digital Credentials issued as secondary, validated representations of the District’s officially conferred degrees and certificates, in both credit and noncredit programs, and hosted on the District Digital Credential Platform.

Non-Transcriptable Digital Credentials – Digital Credentials issued for the recognition of a competency, skill, completion of a specific activity or event, participation, or other achievement or accomplishment other than those represented by a Transcriptable Digital Credential and hosted on the District Digital Credential Platform.

Metadata – Coded or uncoded content that digitally accompanies each Digital Credential to substantiate the degree, certificate, skill, experience, award, certification, or achievement that the Digital Credential represents.

District – The Santa Clarita Community College District.

District Digital Credential Platform – A software program, hosted in-house or by an outside vendor, which provides the computerized structure upon which the District will establish and administer the Transcriptable Digital Credentials or Non-Transcriptable Digital Credentials authorized by BP 4232.

Create (Creation) – The act of substantively developing categories of Digital Credentials and specific Digital Credentials.

Issue (Issuance) – The act of awarding a Digital Credential to a recipient.

Issuer - A District-affiliated individual (i.e., faculty member), department, organization, or program that Issues a Digital Credential.

Disbursement – The administrative act of ensuring an officially issued digital credential is digitally delivered to the student in the manner set forth by these or other procedures or rules.

4232.2 DIGITAL CREDENTIAL PLATFORM

The District shall establish, or otherwise secure access to, at least one District Digital Credential Platform which provides recipients of Digital Credentials web-based access to them on the District Digital Credential Platform for at least five years following Issuance and allows for use of those Digital Credentials on the Open Badge platform. As much as possible and to enhance the practical value of the Digital Credentials, Digital Credentials should be compatible with the District’s various portals, networks, and systems.

4232.3 TRANSCRIPTABLE DIGITAL CREDENTIALS

A. Transcriptable Digital Credential Design – Working with the District Public Information Office, the Vice President of Student Services or designee shall be responsible for the design of all Transcriptable Digital Credentials, which must incorporate the District’s name, logo, trademark, or other indicia of relationship to the District.

B. Digital Credential Disbursement – Only the District may act as Issuer of Transcriptable Digital Credentials. The District shall Issue a Transcriptable Digital Credential to each student to whom the District has awarded a certificate or degree beginning the fall semester following the adoption of this administrative procedure.

C. Metadata - The Academic Senate shall adopt a statement to be incorporated into the Metadata that clearly states that all Transcriptable Digital Credentials are representative of a District-issued certificate or degree. The Transcriptable Digital Credentials Metadata must identify the District as the Issuer and recite the applicable program’s description and requirements as approved by the Curriculum Committee.

D. Examples of Transcriptable Digital Credentials

- a. District awarded Associate of Arts or Science Degree
- b. District awarded Certificate of Specialization
- c. District awarded Certificate of Achievement
- d. District awarded Certificate of Competency (noncredit)
- e. District awarded Certificate of Completion (noncredit)

4232.4 NON-TRANSCRIPTABLE DIGITAL CREDENTIALS

A. Scope and Authority – The District shall not directly Issue Non-Transcriptable Digital Credentials and neither the credential design nor Metadata may indicate any equivalency to a District-issued certificate or degree nor official endorsement by the District. Non-Transcriptable Digital Credentials shall not display the District’s name or official logo in the credential design. The design may, however, utilize College of the Canyon’s name and logo when permitted by Board Policy 1100 and any other applicable policy and/or procedure.

B. Administration of Digital Credential Disbursement - An Issuer may Issue Non-Transcriptable Digital Credentials upon approval by the department chair, dean, or executive cabinet member having responsibility for, or supervisory authority over, the Issuer. However, a Non-Transcriptable Digital Credential may only be Issued in recognition of activities undertaken or completed, or work performed in, a specific class or campus organization with the advance consent of both the recipient’s faculty/advisor for the specific class or campus organization and, when applicable, the

corresponding department chair. The academic freedom of academic departments and/or individual faculty members, as reasonably applicable, regarding questions regarding the issuance of Non-Transcriptable Digital Credentials shall be respected.

C. Metadata - The Academic Senate shall adopt a statement to be included in the Metadata that clearly indicates that Non-Transcriptable Digital Credentials are not equivalent to a District-issued certificate or degree. The Metadata of Non-Transcriptable Digital Credentials shall contain the name of the Issuer.

D. Examples of Individual Non-Transcriptable Digital Credentials:

- a. Recognition of skills or skill attainment
- b. Record of experience (participation)
- c. Industry certifications
- d. Student Club Participation or award

4232.5 INTELLECTUAL PROPERTY

Nothing in this procedure shall be construed as altering the District's intellectual property rights and interests. This procedure will only apply to Digital Credentials first Issued after the procedure's initial adoption.

BP 7215 Academic Senate Participation in Collegial Consultation

Reference: Education Code § 70901; Title 5, § 53200, et seq.

A. Definition

"Academic Senate" shall refer to the organization formed at the District, as provided for in Title 5, §§ 53201-53202, whose primary function, as the representative of the faculty, is to make recommendations to the administration of the District and to the governing board with respect to academic and professional matters. The Academic Senate (herein "Senate") includes full and part-time faculty members.

B. Level of Involvement

Through the Senate, faculty and the District shall consult collegially in the formulation and development of District and College policies and procedures in those areas designated as "Academic and Professional Matters" in Title 5, § 53200, subd. (c). With regard to Academic and Professional Matters, the District shall either rely primarily upon the Senate's advice and judgement or, alternatively, the District and the Senate shall reach mutual agreement, as set forth below.

1. "Rely Primarily On"

Those Academic and Professional Matters on which the Board of Trustees will "rely primarily on" the advice and judgment of the Senate include:

- a. The development of curriculum, including the establishment of prerequisites and placing of courses within disciplines;
- b. The determination of degree and certificate requirements;
- c. The establishment and review of grading policies;
- d. The establishment of standards and policies regarding student preparation and success;
- e. The appointment of faculty members to District and College committees;
- f. The establishment of policies, procedures and programs for faculty professional development activities (excluding financial expenditures for faculty development);
- g. The development of processes for program review.

In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendations not be accepted.

When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board, (or designee) will send a written communication to request that the Senate reconsider the recommendation(s) taking into consideration the consensus and issues raised by the Board of Trustees.

If, upon reconsideration, the Senate does not change its initial recommendation and, if it is the opinion of the Board that the exceptional circumstance/compelling reason(s) still exist, the Board may reject the advice of the Senate. In cases such as this, existing policies and practices will remain in place. This being the case, the final determination with rationale will be communicated to the Senate in writing.

2. "By Mutual Consent;"

Those Academic and Professional Matters on which the Board of Trustees and the Senate obligate themselves to reach mutual agreement, resulting in written resolution, regulations or policy include:

- a. The development of new educational programs;
- b. District governance processes (except 1. e. above);
- c. The delineation of faculty roles and involvement in accreditation processes, (including the development of the self-study and strategic plan updates (annual reports);
- d. Financial policies of faculty professional development activities;
- e. The determination of processes to be utilized in institutional planning and budgeting; and
- f. Other "Academic and Professional Matters" as mutually agreed upon between the Board of Trustees and the Senate.

In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendations not be accepted.

When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board (or designee) will send a written communication to request that the Senate reconsider the recommendation(s) taking into consideration the consensus and issues raised by the Board of Trustees.

If, upon reconsideration, the Senate does not change its initial recommendation and, it is the opinion of the Board that the exceptional circumstance/compelling reason(s) still exist, the Board may reject the advice of the Senate. In cases such as this, existing policies and practices will remain in place. This being the case, the final determination with rationale will be communicated to the Senate in writing.

3. Scope of Regulations

In developing and carrying out policies and procedures pursuant to these regulations, the governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. Procedures for staff participation shall not intrude on matters within the scope of representation under Section 3543.2 of the Government Code. In addition, the Governing Board shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to infringe upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or maybe delegated to staff pursuant to these regulations.

Approved 05/14/08

BP 7360 Discipline and Dismissal-Academic Employees

Reference:

Education Code Section 87666 et seq. and 87732

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Board shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the *CEO*;
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the *CEO* or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666-87681.

The *CEO* shall ensure all procedures that define the conditions and processes for dismissal, discipline, and due process are available to employees.

See Administrative Procedure 7360 Approved

05/14/08



AP 7360 Discipline and Dismissal - Academic Employees

Reference:

Education Code Section 87623, 87669, and 87732

1. Causes for Discipline

A regular employee or academic employee may be dismissed or penalized for one or more of the following causes:

- a. Immoral or unprofessional conduct.
- b. Dishonesty.
- c. Unsatisfactory performance.
- d. Evident unfitness for service.
- e. Physical or mental condition that makes him, her, or they unfit to instruct or associate with students.
- f. Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the Board of Governors or by the Governing Board of the District.
- g. Conviction of a felony or of any crime involving moral turpitude.
- h. Conduct specified in Section 1028 of the Government Code. (i.e., knowing membership in the Communist Party or of any organization which advocates the overthrow of the government of the United States or of any state by force or violence.)

2. Placement on Involuntary Paid Administrative Leave Pending Investigation of Misconduct

- a. "Paid Administrative Leave" shall mean temporary leave from a job assignment, with pay and benefits intact.
- b. An academic employee who is subject to accusations of misconduct is entitled to

be provided with the general nature of the accusations made against him/her/them at least two business days before the employee is placed on involuntary Paid Administrative Leave. At least two business days before he/she/they is placed on involuntary Paid Administrative Leave, the employee shall be notified in writing of the general nature of the allegation or allegations of misconduct upon which the decision to place the employee on involuntary Paid Administrative Leave is based.

- c. The two business day advance notice requirement does not apply in the event of a serious risk of physical danger or other necessity arising from the specific allegations, and the employee may immediately be placed on involuntary Paid Administrative Leave. The employee shall be provided with, at minimum, the general nature of the accusations made against him/her/them within five business days of the employee being placed on involuntary Paid Administrative Leave.
- d. Within 90 days of placing an academic employee on involuntary Paid Administrative Leave, the District should complete its investigation of the accused misconduct and initiate disciplinary proceedings against, or reinstate, the employee.

3. Background Checks During An Investigation

- a. Background checks may be conducted as part of disciplinary or harassment investigations. (Civil Code Section 1786, et seq. (Investigative Consumer Reporting Agencies Act); 15 U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act).)
- b. *shall* The District shall notify the subject of the investigation of its intent to conduct a background check in connection with a discipline/harassment investigation before conducting the check. If the investigation results in action that adversely affects the employee, the District shall provide the employee written or electronic notice (delivered via District provided email) of:
 - i. the adverse action;
 - ii. the name, address, and telephone number of the third party agency that furnished the report;
 - iii. the employee's right to obtain a free copy of the report; and
 - iv. the employee's right to dispute the accuracy or completeness of any of the information in the report.

4. Notice of Unprofessional Conduct and Unsatisfactory Performance The District shall not act upon any charges of unprofessional conduct or unsatisfactory performance, and only those two charges, unless during the preceding term or half college year prior to the date of the filing of the charge, and at least 90 days prior to the date of the filing, the employee against whom the charge is filed has been given written notice of the unprofessional conduct or unsatisfactory performance, specifying the nature of the conduct with specific instances of behavior and with particularity to permit the employee an opportunity to correct his/her/their faults and overcome the grounds for the charge. The written notice shall include the most recent evaluation of the employee.

5. Notice and Appeal

- a. If the Board decides it intends to dismiss or penalize a contract or regular employee, a written statement, signed and verified, shall be delivered to the employee setting forth the complete and precise decision of the Board and the reasons for the decision.
- b. The written statement shall be delivered by serving it personally on the employee or by mailing it by United States registered mail to the employee at his/her/their address last known to the District.
- c. If the employee objects to the decision on any ground, the employee shall give written notice of the objection to the Board and the CEO of his/her/their objection within 30 days of the date of the service of the notice.
- d. Within 30 days of receipt of the employee's demand for a hearing, the employee and the CHRO, or his/her/their designee shall attempt to agree upon an arbitrator to hear the matter. When there is agreement as to the arbitrator, the CHRO shall enter into the records of the Board written confirmation of the agreement signed by the employee and an authorized representative of the District. Upon entry of such confirmation, the arbitrator shall assume complete and sole jurisdiction over the matter.
- e. If within 30 days of the receipt of the employee's demand for hearing, no written agreement has been reached between the employee and the District regarding appointment of an arbitrator the District will certify the matter to the California State Office of Administrative Hearings and request the appointment of an administrative law judge.
- f. Upon appointment, the arbitrator or the Administrative Law Judge shall conduct the proceedings in accordance with the California Administrative Procedures Act, except that the right of discovery shall not be limited to those matters set forth in Government Code Section 11507.6 but shall include the rights and duties of any

party in a civil action brought in a superior court. In all cases, discovery shall be completed prior to one week before the date set for hearing.

- g. The arbitrator or Administrative Law Judge shall determine whether there is cause to dismiss or penalize the employee. If the arbitrator finds cause, the arbitrator shall determine whether the employee shall be dismissed, the precise penalty to be imposed, and whether the decision should be imposed immediately or be postponed.
- h. No witness shall be permitted to testify at the hearing except upon oath or affirmation. No testimony shall be given or evidence introduced relating to matters that occurred more than four years prior to the date of the filing of the notice. Evidence of records regularly kept by the District concerning the employee may be introduced, but no decision relating to the dismissal or suspension of any employee shall be made based on charges or evidence of any nature relating to matters occurring more than four years prior to the filing of the notice.
- i. The decision of the arbitrator or Administrative Law Judge will be made in writing and provided to all parties.

Revised 05/14/08; 2/___/2020

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

Reference:

Education Code Section 48000, 48800.5, 48802, 76000, 76001, 76002, 76004, 76140, 76300;

Labor Code Section 3077

Definitions

- A. Advanced scholastic or vocational work is identified as College of the Canyons degree applicable course work.
- B. Special admission part-time student is identified as a concurrent high school student enrolled in 11.0 college units or less.
- C. Special admission full-time student is identified as a concurrent high school student that has been released by the high school to attend college full-time and enroll in 12.0 units or more.
- D. Highly gifted student would be a student in K- 10 who has a score of 150 or higher on the most current version of the WISC intelligence test.
- E. Dual enrollment is defined as a high school student enrolled in college courses during the high school day on the high school campus.
- F. Concurrent enrollment is defined as a special admission student taking college courses.
- G. College Now is defined as the college courses offered on the high school campus after the high school day.

5010.1 Any person applying for admission to the college may be accepted to the college if the person is:

- A. A graduate of high school, passed the California High School Proficiency Test, have a GED, or have a Certificate of Completion from high school; or
- B. 18 years of age or over and be capable of profiting from the instruction offered; or
- C. A special admission student pursuant to Sections 48800, 48800.5, 48802, 76001, 76002, and 76004 of the California Education Code.
 - 1. Pursuant to California Education Code Section 48800 (a) students must be approved by their high school principal or designee for “advanced scholastic or vocational work,” and identified as a special admission part-time or full-time student.
 - 2. Pursuant to California Education Code Section 48800 (b), a student maybe admitted from K- 10 if identified as “highly gifted”.
 - 3. Pursuant to California Education Code Section 76002 (a) and

(b)(3), a special admission student is defined as:

- a) A student enrolled in a class open to the general public, and
 - b) The student is currently enrolled in grades 11 – 12. Exceptions may be made for some special programs and course work, as defined in the AP 5010, and
 - c) The student has demonstrated eligibility for instruction by completing orientation.
4. Pursuant to California Education Code Section 76004, a class section would be deemed a dual enrollment course if:
- a) The class section is offered on the high school campus; and
 - b) The class section is offered during the high school day; and
 - c) The class section is closed to the public; and
 - d) The class section is only available to the high school student; and
 - e) Is part of the agreement between the high school district and the Santa Clarita Community College District.

5010.2 Students enrolled in grades 11-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admission form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades 11–12 must meet state guidelines for special admission students to apply for admission.

- A. Pursuant to California Education Code Section 76001 (d), special admission part- time students may not enroll in more than 11.0 units per semester.
- B. Pursuant to California Education Code Section 76004, dual enrollment students may not enroll in more than 15.0 units per semester.
- C. If a special admission part time student also takes a dual enrollment course, the total units may not exceed 11.0 units per semester.
- D. Pursuant to California Education Code Section 76300 (f) special admission part- time students enrolled under Section 5010.3 above may be exempt from payment of the enrollment fees, and if appropriate, nonresident tuition, per special action of the Board. All other appropriate fees shall be assessed.
- E. Special Admission students released from their high school to attend College of the Canyons, full-time, must pay the enrollment fee and all other appropriate fees as assessed.
- F. The College may restrict a special admission student's admission in some courses and programs.

5010.3 Students enrolled in grades 9-10 in a public or private school district may apply

for admission to the College upon submitting an approved Special Admission form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary.

A. Students enrolled in grades 9-12 are eligible for dual enrollment courses once approved by their high school principal.

B. Students enrolled in grades 9-10 are not eligible to take concurrent enrollment courses unless they meet the standards of “highly gifted” or are part of the exemptions outlined in AP 5010.

- 5010.4 Claims for state apportionment submitted by the district based on enrollment of specially admitted part time students enrolled shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

See Administrative Procedures AP 5010

Board Approved: February 13, 2019

Next Review Date: Spring, 2025



AP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

Education Code Section 48000, 48800.5, 48802, 76000, 76001, 76002, 76004, 76140, 76300;

Labor Code Section 3077

- 5010.1 After meeting the admission criteria in Board Policy 5010.2 (A) and (B), prospective students, 18 years of age or older, must submit an application for admission prior to the semester/term for which they wish to enroll in classes.
- 5010.2 According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-submit an application for admission to meet California residency requirements.
- 5010.3 In order to best support the visa status of international students and their academic success, all students on any kind of study visa and do not have USA residency shall apply to the College through the International Services & Programs office.
- 5010.4 To meet criteria in Board Policy 5010.1 (C) part-time and full-time special admission high school students must complete the following procedures to be admitted to College of the Canyons for concurrent enrollment purposes.
 - a. Be currently enrolled in grades 11- 12 at a public or private high school in California.
 - b. After meeting all requirements that apply to students enrolled in grades 11-12, students applying for admission from grades K- 10 must also submit a score of 150 or higher on the current version of the WISC intelligence test to qualify as "highly gifted" and be admitted.
 - c. Home school programs must meet state guidelines for prospective students to be admitted. Programs deemed eligible must meet one of the following criteria: (1) The home school program must be affiliated with a county department of education program, (2) must be taught by a person holding a California teaching credential, or (3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction.
 - d. All prospective high school students planning to attend must

submit



an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.

- e. Prior to the first semester/term of enrollment, all prospective students must complete an orientation.

5010.5 To meet criteria in Board Policy 5010.1 (C), part-time and full-time special admission high school students must complete the following procedures to be admitted to College of the Canyons for dual enrollment purposes.

- a. Be currently enrolled in grades 9- 12 at a public or private high school in California.
- b. All prospective high school students planning to attend must submit an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
- c. Prior to the first semester/term of enrollment, all prospective students must complete an orientation.

5010.6 Admissions personnel will determine which students will be eligible for admission to College of the Canyons.

5010.7 Once approved for admission, all eligible special admission students must be recommended for each class they plan to enroll by the appropriate high school principal or designee. This information must be presented at the time of registration.

5010.8 Each potential student must submit a complete concurrent enrollment or dual enrollment form with appropriately recommended College of the Canyons degree applicable courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.

5010.9 Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.

5010.10 Home school students must follow the same procedures as outlined above. To meet required signatures for high school designees, private school authorities or administrators may be considered a designee, the high school or program administrators the student is affiliated with may be considered a designee, or the person holding the California teaching credential may be considered the designee.

5010.11 Students currently in grades 11-12, attending concurrent enrollment courses, will

register using a priority system, which is published each semester.



A. Students attending a dual enrollment course will be enrolled in the course by the Admissions and Records staff.

5010.12 Special Admission high school students are restricted from taking the following courses:

- A. HRMGT 226 - Food and Wine;
- B. HLHSCI 151 - Emergency Medical Technician 1;
- C. Physical Education and Recreation courses (except AOC students, Castaic high school students, and high school students registering for on- or off-season Intercollegiate Athletics courses);
- D. Any course requiring the filing of a contract and/or waiver of liability also requires departmental consent for special admission students to enroll.

5010.13 Students, in any grade level, participating in the Symphony of the Canyons program must follow the same requirements as other special admission students, except the district waives the grade level requirement for students taking the music classes in this program.

5010.14 Students participating in the Academy of the Canyons or Castaic High School programs will attend an orientation conducted COC. AOC students will take the assessment tests prior to their junior year of high school. Academy of the Canyons and Castaic High School students will not be restricted from enrolling in any College of the Canyons class for which they are otherwise eligible and will be exempt from enrollment fees.

5010.15 Students enrolled in Academy of the Canyons or Castaic High School may enroll in special admission courses while in the 9-12 grades.

5010.16 The Academic Senate will approve future program and/or course restrictions and exceptions.

5010.17 Special admission part-time high school students may not be enrolled in more than 11.0 units per semester/term.

- a. Special admission full-time students may be enrolled in 12.0 units or more per semester/term upon submission of a letter from their high school releasing them to attend College of the Canyons full-time instead of attending their respective high school.
- b. Dual Enrollment students may not enroll in more than 15.0 units per semester.
- c. Special admission part time high school students who enroll in dual



enrollment courses cannot take more than 11.0 units per semester.

- 5010.18 Once registered in classes, specially admitted part-time students are waived from nonresident and enrollment fees. Specially admitted part –time and dual enrollment students must pay all other appropriate fees each semester/term.
- 5010.19 Pursuant to AB 2364 and effective January 1, 2017, a district must exempt all qualifying nonresident special part-time students from the nonresident tuition fee.
- 5010.20 The District is able to report special admission nonresident attendance as resident FTES for apportionment purposes.
- 5010.21 Nonresident fees may be waived for specially admitted part- time students who would qualify for the AB 540, nonresident tuition exemption, at the time of graduation from high school.
- 5010.22 The District cannot claim apportionment for students who have their nonresident tuition waived under this section of Board Policy.
- 5010.23 Once registered in classes, specially admitted students released from their high school to attend College of the Canyons full-time must pay all fees assessed, including the enrollment fee and nonresident fee, if appropriate.

Last Board Review: February 13, 2019

2021/2022 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS

Academic Senate & Curriculum Meetings 2021/2022 – OPTION #1					
Fall 2021			Spring 2022		
Meetings occur on Thursdays in BONH 330 (3:00 pm to 4:50 pm) Hold Senate Retreat during FLEX week of Fall 2021 semester. The Chancellors office recommends a Thursday or Friday to honor Veteran's Day					
Month	Meeting	Date	Month	Meeting	Date
FLEX Week	Senate Retreat	Aug. 19	FLEX Week	No Meetings	Feb. 03
August	Curriculum 1	Aug. 26	February	Senate 7	Feb. 10
September	Senate 1	Sept. 02		Curriculum 8	Feb. 17
	Curriculum 2	Sept. 09		Senate 8	Feb. 24
	Senate 2	Sept. 16		Curriculum 9	March 03
	Curriculum 3	Sept. 23	Senate 9	March 10	
October	Senate 3	Sept. 30	March	Curriculum 10	March 17
	Curriculum 4	Oct. 07		Senate 10	March 24
	Senate 4	Oct. 14		Curriculum 11	March 31
	Curriculum 5	Oct. 21		No Meeting Spring Break	April 07
	Senate 5	Oct. 28	Senate 11	April 14	
November	Curriculum 6	Nov. 04	April	Curriculum 12	April 21
	No Meeting - Veteran's Day	Nov. 11		Senate 12	April 28
	Curriculum 7	Nov. 18		Curriculum 13	May 05
	No Meeting – Thanksgiving	Nov. 25	Senate 13	May 12	
December	Senate 6	Dec. 02	May	Curriculum 14	May 19
	No Meeting – Finals Week	Dec. 09		Senate 14	May 26

2021/2022 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS

Academic Senate & Curriculum Committee Meetings 2021/2022 – OPTION #2					
Fall 2021			Spring 2022		
Meetings occur on Thursdays in BONH 330 (3:00 pm to 4:50 pm)					
Hold Senate Retreat during FLEX week of Fall 2021 semester.					
The Chancellors office recommends a Thursday or Friday to honor Veteran's Day					
Month	Meeting	Date	Month	Meeting	Date
FLEX Week	Senate Retreat	Aug. 19	FLEX Week	No Meetings	Feb. 03
August	Curriculum 1	Aug. 26	February	Senate 8	Feb. 10
September	Senate 1	Sept. 02		Curriculum 8	Feb. 17
	Curriculum 2	Sept. 09		Senate 9	Feb. 24
	Senate 2	Sept. 16		Curriculum 9	March 03
October	Curriculum 3	Sept. 23	March	Senate 10	March 10
	Senate 3	Sept. 30		Curriculum 10	March 17
	Curriculum 4	Oct. 07		Senate 11	March 24
	Senate 4	Oct. 14		Curriculum 11	March 31
	November	Curriculum 5	Oct. 21	April	No Meeting Spring Break
Senate 5		Oct. 28	Senate 12		April 14
Curriculum 6		Nov. 04	Curriculum 12		April 21
December	No Meeting - Veteran's Day	Nov. 11	May		Senate 13
	Senate 6	Nov. 18		Curriculum 13	May 05
	No Meeting – Thanksgiving	Nov. 25		Senate 14	May 12
December	Curriculum 7	Dec. 02		May	Curriculum 14
	Senate 7	Dec. 09	Senate 15		May 26

2021/2022 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS

Academic Senate & Curriculum Committee Meetings 2021/2022 – OPTION #3					
Fall 2021			Spring 2022		
Meetings occur on Thursdays in BONH 330 (3:00 pm to 4:50 pm)					
Hold Senate Retreat during FLEX week of Fall 2021 semester.					
The Chancellors office recommends a Thursday or Friday to honor Veteran's Day					
Month	Meeting	Date	Month	Meeting	Date
August	Senate Retreat	Aug. 26	February	Senate 8	Feb. 10
September	Curriculum 1	Sept. 02		Curriculum 7	Feb. 17
	Senate 1	Sept. 09		Senate 9	Feb. 24
	Curriculum 2	Sept. 16	Curriculum 8	March 03	
	Senate 2	Sept. 23	Senate 10	March 10	
	Curriculum 3	Sept. 30	Curriculum 9	March 17	
October	Senate 3	Oct. 07	March	Senate 11	March 24
	Curriculum 4	Oct. 14		Curriculum 10	March 31
	Senate 4	Oct. 21		No Meeting - Spring Break	April 07
	Curriculum 5	Oct. 28	Senate 12	April 14	
November	Senate 5	Nov. 04	April	Curriculum 11	April 21
	No Meeting - Veteran's Day	Nov. 11		Senate 13	April 28
	Senate 6	Nov. 18		Curriculum 12	May 05
	No Meeting - Thanksgiving	Nov. 25	Senate 14	May 12	
December	Curriculum 6	Dec. 02	May	Curriculum 13	May 19
	Senate 7	Dec. 09		Senate 15	May 26

2021/2022 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS

Academic Senate & Curriculum Committee Meetings 2021/2022 – OPTION #4					
Fall 2021			Spring 2022		
Meetings occur on Thursdays in BONH 330 (3:00 pm to 4:50 pm) Hold Senate Retreat during FLEX week of Fall 2021 semester. The Chancellors office recommends a Thursday or Friday to honor Veteran's Day					
Month	Meeting	Date	Month	Meeting	Date
August	Senate Retreat	Aug. 26	February	Senate 7	Feb. 10
September	Curriculum 1	Sept. 02		Curriculum 7	Feb. 17
	Senate 1	Sept. 09		Senate 8	Feb. 24
	Curriculum 2	Sept. 16	Curriculum 8	March 03	
	Senate 2	Sept. 23	Senate 9	March 10	
	Curriculum 3	Sept. 30	Curriculum 9	March 17	
October	Senate 3	Oct. 07	March	Senate 10	March 24
	Curriculum 4	Oct. 14		Curriculum 10	March 31
	Senate 4	Oct. 21		No Meeting - Spring Break	April 07
	Curriculum 5	Oct. 28	Senate 11	April 14	
November	Senate 5	Nov. 04	April	Curriculum 11	April 21
	No Meeting - Veteran's Day	Nov. 11		Senate 12	April 28
	Curriculum 6	Nov. 18		Curriculum 12	May 05
	No Meeting - Thanksgiving	Nov. 25	Senate 13	May 12	
December	Senate 6	Dec. 02	May	Curriculum 13	May 19
	No Meeting – Finals Week	Dec. 09		Senate 14	May 26

COLLEGE OF THE CANYONS
Academic Senate Procedures
for Full-time Faculty Office Assignment

ROLE OF THE ACADEMIC SENATE

The Academic Senate is responsible for the general process of assignment of existing office spaces. However, questions of faculty offices touch upon negotiable issues of working conditions. As such the Senate should work collegially with the Faculty Associations as well as the District Administration.

The Senate's primary responsibility is to oversee office assignments. Any questions regarding maintenance and/or repair to faculty offices (including the ordering of office furniture, as needed) should be directed through the standard college work-order process, and not processed through the Academic Senate.

GENERAL GUIDELINES FOR FULL-TIME FACULTY OFFICES

As a working condition, specifics for office guidelines are subject to COCFA the contract. The COCFA Negotiated Agreement will have precedence in case there is a conflict between that document and these policies.

Every full-time faculty member in the Santa Clarita Community College District is entitled to one office. As a minimum, every full-time faculty member should have an office that is equipped with:

- A. District-Provided Furniture:
 - Desk
 - Bookcase
 - File cabinet
 - Desk chair
 - "Visitor" chair
- B. District-Provided Technology
 - Campus phone
 - Computer (Desktop or laptop)
 - Office printer, or access to a nearby common printer
- C. In addition, each office should be furnished with a functioning, lockable door.

Prior to a faculty member moving (or transferring) into a new office, the College should inspect the office to ensure that it is in good working condition.

- The office should be repainted as necessary;
- Carpeting, if present, should be replaced if there are holes or other obvious signs of wear or conditions that could cause a potential trip-hazard for students or faculty members;
- Any furniture that is broken or missing should be repaired or replaced.

CATEGORIZATION OF FACULTY OFFICES

The Academic Senate will maintain a list of all rooms that are designated as faculty offices, including the official square footage assigned to each office and whether the office is a general office or a restricted office.

An office is considered restricted if an individual must travel through a teaching area or specific service area to access the office or if it is determined restricting an office for the exclusive use of a particular academic discipline holds a unique instructional or logistical purpose (e.g., Welding office, Counseling office, Band Director office). Such determinations will be made in collaboration by the Academic Senate President and CIO. An appendix to these procedures shall be adopted by the Academic Senate, and thereafter revised as necessary, listing all restricted offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

Square footage of rooms is determined by the District's "Certification of Space Inventory".¹ Any challenge to the accuracy of that inventory will be resolved by a measurement of the office conducted by a member of the Senate along with a representative of the Facilities department. Any correction made must be included in the next submission of the Certification of Space Inventory, and a notation of the revised square footage ~~should will~~ **shall** be amended in the official Senate list of faculty offices.

Based on the State Architect's guidelines used when designing campus buildings, each faculty office shall contain a minimum of 72 square feet per person.

- A. A single office shall contain 72 - 143 square feet.
- B. A double office shall contain 144 - 215 square feet.
- C. A triple office shall contain 216 – 288 square feet.²
- D. For multiple-person offices, there shall be a minimum of 72 square feet person.

Grandfather Clause: Any future revisions to these guidelines that would increase the capacity of an office (e.g., a 1-person office becomes a 2-person office) will not take effect until the current occupant vacates that office. However, this grandfather clause only applies to changes in the guidelines regarding square footage, not to extended office vacancies in a multi-person office that is not filled.³

DISPLACED FACULTY

Unless otherwise indicated below, faculty members may not lose their office assignment without their consent.

A faculty member may be considered displaced as a result of one of the following:

- An office space is permanently lost due to remodeling;
- An office space is lost as the result of a documented health hazard;
- A faculty member has their full load changed from one campus to another campus by the District.

¹ This is a document that each District is required to submit to the California Community Colleges Chancellor's Office. It details every room on campus, including square footage.

² According to the 2017 plans of the new science building at Canyon Country, the drawings indicate a two-person office with 217 square feet.

³ For example: if a faculty member is a single person in a two-person office that office does not become a one-person office simply because the second space has never been filled by another individual. The designation is based on square footage, not on actual occupancy.

Displaced faculty members may choose any available office space **with the exception of otherwise restricted offices.** Displaced faculty members will have priority over any other faculty member, with more senior displaced faculty having priority over less senior displaced faculty members.

Faculty displaced due to remodeling also have subsequent priority over any other faculty member for the completed remodeled offices from the same building in which the displaced faculty member's original office was located and caused the initial displacement. Seniority will dictate office assignments within any cohort of displaced faculty with the exception that remodeled buildings leaving any original and specific office locations and size categorization unchanged, will be first offered to the original occupant, regardless of seniority.

Faculty members who initiate a request to have their primary teaching load on a different campus *are not considered* displaced.⁴ If a faculty member would like their permanent office on another campus they must relinquish their current office and choose any available offices based on the assignment policies for that campus.

PROVISIONAL OFFICES NOT ON CAMPUS OF PRIMARY ASSIGNMENT

Every full-time faculty member is guaranteed a primary office on one of the two main campuses. However, there are times when a full-time faculty member will be teaching a partial- or full-load or a partial load at a secondary campus. To provide office space for these circumstances, The District should identify a "Visiting Professor" office space on each campus.⁵

Visiting Professor Offices are not designed for exclusive use of one faculty member, and must be shared among those faculty members while they are not teaching on their regularly assigned campus.

Each Visiting Professor Office should contain computer, table/working surface chairs and secure storage for each instructor who will be using the space. If the Visiting Professor Offices are multi- person offices there should be arrangement for spaces to conduct student conferences with enough privacy to satisfy FERPA concerns.

⁴ This does not apply to faculty members who would like to teach a course on another campus, or even teach a full load on another campus. They would retain their current office on their primary campus, and not be eligible for a permanent office on the secondary campus. To obtain a permanent office on the second campus they would have to relinquish their permanent office on the first campus. If they did not wish to relinquish their current office, they would be eligible for access to a "Visiting Professor" office on the second campus.

⁵ It should be noted that while an Academic Senate Procedure might call for the establishment of Visiting Professor Offices, the actual designation of such rooms cannot be created by Academic Senate alone; it will require cooperation and agreement with the District Administration, COCFA and AFT.

VACANCIES – VALENCIA CAMPUS

A. Announcement of Vacancies/Domino Effect⁶

To expedite the assignment of faculty offices, vacant offices are divided into two categories:

- Anticipated Vacancies - are the result of a known vacancy arising from a faculty member who is scheduled to retire or otherwise vacate their office; and
- “Domino” Vacancies - are vacancies that arise as a result of individuals moving into anticipated vacancies.

When office vacancies are anticipated, a memo will be sent to each full-time faculty member, asking who is interested in changing offices. This memo will list all Anticipated Vacancies, and a reminder that Domino Vacancies may occur.

Faculty members interested in changing offices will have a week to indicate their priority interest in any Anticipated Vacancy; they may also indicate if they have any interest in any Domino Vacancy that might emerge (e.g., “I am interested in ANY single office that becomes available”; “I am interested in any office in the [xxx] building that becomes available”; “I am interested in any available office with a window”, etc.).

B. Vacancies in single offices

Assignments to single offices will be determined by faculty preferences in seniority order.

C. Vacancies in multiple-person offices

When there is a vacancy in a multiple-person office, the remaining faculty member who is in the multiple-person office shall be invited to choose an office partner from any current or newly-hired full-time faculty member, without regard to seniority.

If vacancies in multiple-person offices must be filled to ensure that every faculty member will have a designated office space, vacancies will be filled in reverse seniority of the faculty members who occupy multiple-person offices with vacancies.

If a faculty member in a multiple-person office with a vacancy is unable or refuses to choose an office partner, the Academic Senate President will assign a faculty member to the office if the space is needed.

⁶ This is not new; it is articulation of existing practice.

D. Vacancies – newly hired faculty members⁷

After all current full-time faculty members have been given an opportunity to transfer to any offices that become available at the end of a semester, the Department Chairs (or designee) for any department that has a newly hired faculty member will meet with the Academic Senate President (or designee) to determine office assignment for newly hired full-time faculty members.

When assigning offices to newly hired full-time faculty members the goal should be assigning offices that are in proximity to primary teaching areas and/or other members of their departments. However, this may not always be possible since the only available offices may not be near teaching areas/other department members.

E. Vacating Office Requirements

All faculty that have declared their intent to vacate their primary office must do so within 6 weeks of the relevant notification date. The date of notification is categorically defined as follows:

- **Retirement - last day of full-time faculty service**
- **Resignation – last day of full-time faculty service**
- **Reassignment to New Primary Office – date of official notification by Academic Senate that the newly assigned primary office is vacant and available to be occupied.**

If special accommodations or assistance are necessary to assist in vacating an office, the Academic Senate President must be informed no later than one week after the date of notification. Faculty reassigned to a new primary office that fail to properly vacate by the 6 week deadline may have their new primary office assignment revoked.

Any personal property remaining in a vacated office after the 6 week deadline will be collected by the District and stored until a final, proper determination can be made regarding its disposal or transfer of possession. Faculty are required to surrender any and all keys to their vacated office by the 6 week deadline. Enforcement of personal property collection and office access are the responsibility and purview of the Office of Human Resources.

Vacating offices in a timely manner is essential to the proper implementation of these faculty office procedures. Failure to do so will result in unnecessary disruptions to the work of faculty colleagues and District functions.

DEDICATED ACADEMIC AND DISCIPLINARY BUILDING

⁷ A major procedural flaw in the existing policy is assigning office space to newly hired faculty. The seniority lottery for newly hired faculty members may not occur until a few days until the semester starts (or in some cases after the semester starts). Since the new faculty members have not established their seniority numbers, they cannot choose an office. This would help allow newly-hired faculty members to better prepare to begin their professional responsibilities at COC by having office assignments made before they reach the campus.

If the District authorizes and constructs new or existing buildings to have dedicated instructional resources, purpose or name to a particular academic discipline(s), Division(s) or School(s), faculty members from those particular instructional cohorts have priority in office assignments in those new buildings.

A. Newly Constructed Dedicated Buildings

The newly constructed offices will be reserved to the faculty cohort associated with the new dedicated building. All faculty cohort members will be given the opportunity to request a permanent relocation of their primary office to the new building. All office assignments for those faculty cohort members will be determined by seniority with more senior faculty having priority over less senior faculty members. If vacant offices remain after soliciting faculty cohort interest in permanent relocation, those offices will be assigned as otherwise determined by these procedures. Subsequent to the initial assignment and allocation of faculty offices, all future vacancies in the new building will first be offered to members of the particular faculty cohort by seniority and then to all other faculty as otherwise determined by these procedures.

The Academic Senate reserves the right to utilize any newly constructed offices as “Visiting Professor Offices” or for the purposes of housing “Instructional Support Staff”. Such utilization shall not be interpreted to be permanent nor an abdication of those offices to the District by the Academic Senate.

An appendix to these procedures shall be adopted by the Academic Senate for all newly constructed dedicated buildings detailing the intended initial allocation and categorization of faculty offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

B. Existing Newly Dedicated Buildings

The offices for existing, newly instructionally dedicated buildings will be reserved to the faculty cohort associated and aligned with the new dedicated focus. As office vacancies occur, all faculty cohort members will be given the opportunity to request a permanent relocation of their primary office to the existing building that has been newly dedicated. If the instructional dedication of the existing building is the result of a remodel, the displacement provision of this procedure will have precedence prior to any cohort faculty being prioritized.

The Academic Senate reserves the right to utilize any offices that are part of an existing newly dedicated building as “Visiting Professor Offices” or for the purposes of housing instructional support staff. Such utilization shall not be interpreted to be permanent nor an abdication of those offices to the District by the Academic Senate.

An appendix to these procedures shall be adopted by the Academic Senate for all existing newly dedicated buildings detailing the intended initial allocation and categorization of faculty offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

C. Aspirational Long Term Goal and Vision

It is the aspirational long term goal and vision of the Academic Senate that disciplinary faculty cluster their offices for the betterment of students and curricular coordination. Doing so shall not be mandated. But, through attrition, i.e., resignations and retirements, as well as individual volition and the continued development of dedicated academic and disciplinary buildings it is possible to eventually and organically develop disciplinary hubs throughout the campus infrastructure. Such disciplinary hubs might best be clustered with other hubs that are from the same academic School or Division thereby eventually rendering certain buildings defacto dedicated academic and disciplinary buildings.

VACANCIES – CANYON COUNTRY CAMPUS

Office Vacancies at CCC will be handled in the same manner as Valencia campus, However, the Academic Senate may consider the merits of developing a different paradigm for assigning offices on the Canyon Country Campus. At that time the Senate may also consider the viability and feasibility of introducing a non-seniority based system on the Valencia campus. However, any modification to the office assignment procedures on the Valencia campus will not impact the current office assignment of any full-time faculty member on the Valencia Campus.

EXEMPTIONS TO THE OFFICE ASSIGNMENT PROCEDURES

A. Health and Safety Exemptions

In order to assure compliance with ADA regulations, exemptions made be made to the office assignment procedures meet the needs of any special health or physical requirements (e.g. wheelchair accessibility

Full-time faculty members shall not be displaced from their current offices without their specific consent. The Displaced Faculty procedures will apply to a full-time faculty member who agrees to relinquish their current office assignment to meet the special health or physical needs of faculty member.

If there are no offices available to meet special health or physical requirements the District will need re-assign/remodel an existing non-faculty office room so as to meet those needs.

B. Exemptions NOT based on health/physical requirements.

To ensure equity in office assignments, the Academic Senate President will appoint a small ad hoc committee of at least three senators to consider any request for exemptions to the office assignment procedures that are not based on health or physical requirements.

In no case may an exemption be made to increase the square footage allowed for any individual faculty member for reasons other than health or safety.

Approved by the Academic Senate April 20, 2017

SCIENCE CENTER OFFICE SUMMARY

**APPENDIX A
INITIAL FACULTY OFFICE ALLOCATION
CANYON COUNTRY CAMPUS – DEDICATED SCIENCE BUILDING**

(23) Faculty and Lab Tech Workstations in 15 Offices

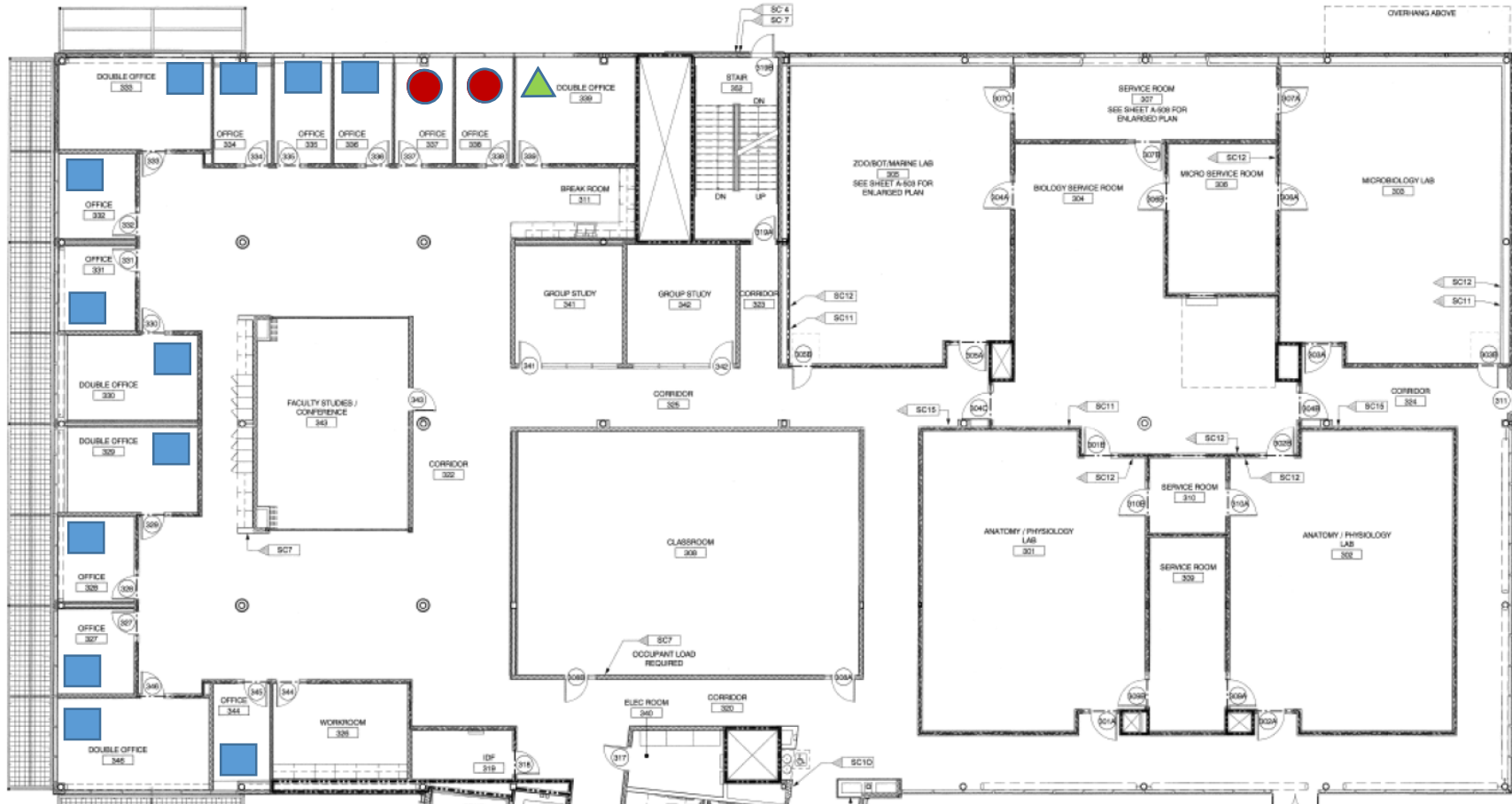
(1) Administrative Workstation in 1 Administrative Office

	Single Offices	Double Offices	Triple Offices
Dedicated to Science Faculty (Primary Offices) (10)	8	1	
Reserved for Science Lab Technicians (6)			2
Reserved for "Visiting Professor Office" (4)		2	
Reserved for All Other Faculty (Primary Offices) (2)		1	
Reserved for Faculty Staff Rotation (1)	1		
Reserved for Administration/School Dean Rotation (1)	1		
Total Number of Offices 16	10	4	2

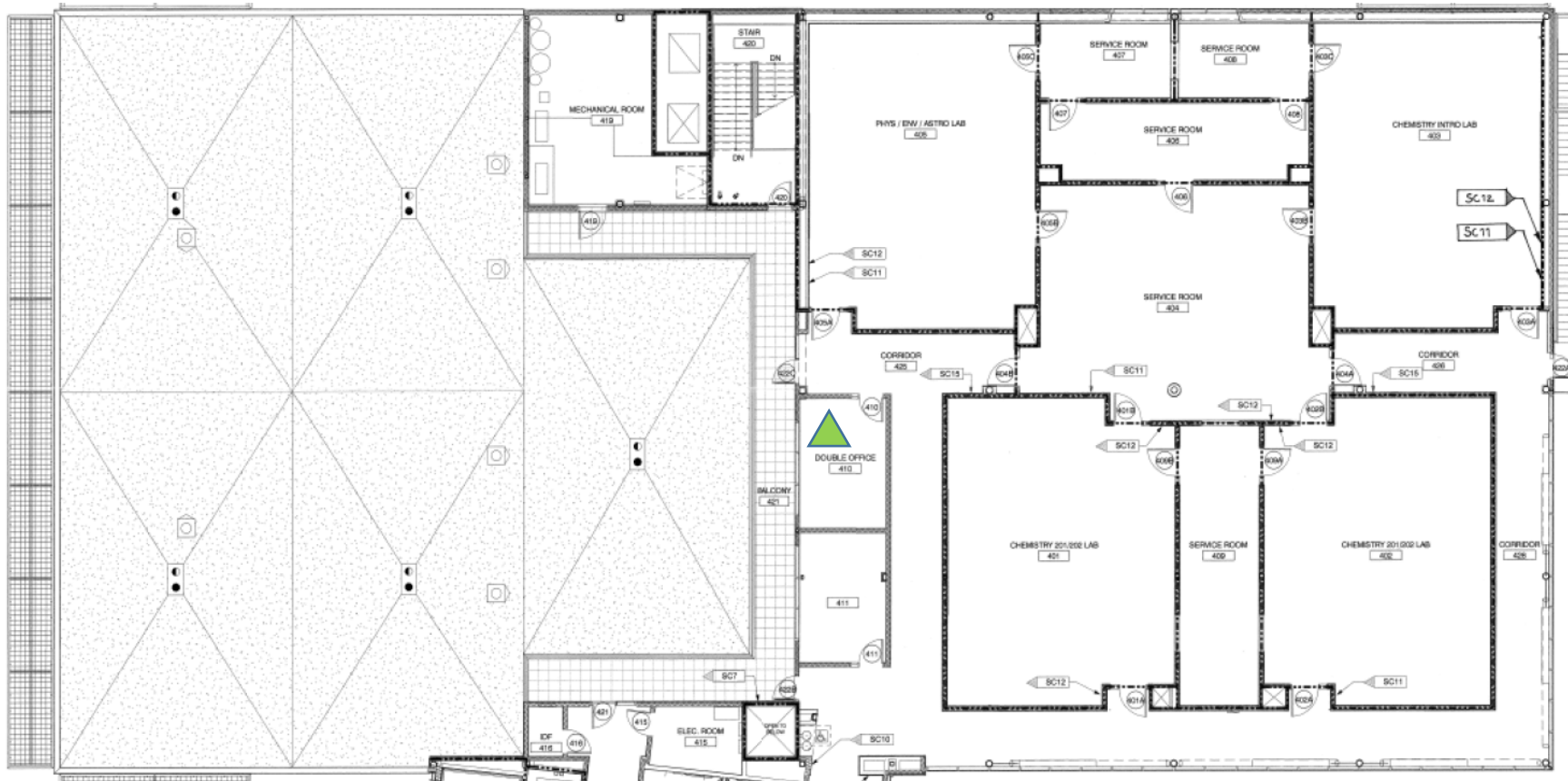


- 16 Faculty Workstations (8 single offices, 4 doubles (2 Primary & 2 Visiting Professor Offices))
2 Staff Workstations (2 single offices – one of which is allocated for an Administrative/School Dean)
3 Lab Tech Workstations (1 triple office)

3RD FLOOR SCIENCE CENTER



3 Lab Tech Workstations (1 triple office)



SCIENCE CENTER OFFICE SUMMARY

AP 4250 Academic Standing – Academic Probation, Subject to Dismissal, and Dismissal

References:

Education Code Section 70902(b) (3); Title 5 Sections 55030-55034

4250.1 Academic Probation (A1)

- A. College of the Canyons will notify each student of his/her/their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed.
- B. At a minimum, notification will include the following:
 - a. College of the Canyons will notify each student via email that he/she/they have been placed on Academic Probation. Academic Probation occurs after the student completes at least 12 graded units at College of the Canyons and at the end of the student's first fall or spring semester when the student's College of the Canyons cumulative grade point average falls below a 2.0. Academic Probation standing is also referred to as A1.
 - b. The email will contain information on the academic standing status change, the conditional requirements to continue at College of the Canyons, the impact of Academic Probation on enrollment priority and financial aid eligibility, and the resources available.
 - c. College of the Canyons will notify each student via his/her/their My Canyons email address.
 - d. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
 - e. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
- C. College of the Canyons will place a registration hold on the record of students who are on Academic Probation. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services.
- D. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
- E. College of the Canyons will remove the registration hold from the student's record after the student participates in an intervention designated for Academic Probation students.
 - a. The intervention is held in person and/or online.
 - b. The student must register for the intervention in advance of the intervention's day and time.

- c. The student may register for the intervention on the Counseling website; the link is included in the notification email.
- d. The intervention is primarily offered in the summer and winter terms. It is also offered during the fall and spring semesters for late-start course enrollment and for the upcoming term's registration time.
- e. College of the Canyons will remove the registration hold no later than the end of the next business day after the conclusion of the intervention.
- F. A student can be exempt from participating in the Academic Probation intervention.
 - a. If one of the following exemption conditions are met, the student can be exempt from participating in the Academic Probation intervention:
 - i. The student did not enroll at College of the Canyons for 5 or more years.
 - ii. The student has earned an associate degree or higher at a regionally-accredited institution subsequent to his/her/their last term of enrollment at College of the Canyons.
 - b. In lieu of the Academic Probation intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
 - c. Academic Probation status does not change for students who qualify for this exemption.

4250.2 Academic Subject-to-Dismissal (A2)

- A. College of the Canyons will notify each student of his/her/their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed.
- B. At a minimum, notification will include the following:
 - a. College of the Canyons will notify each student of the change in his/her/their academic standing status to Academic Subject-to-Dismissal. Academic Subject-to-Dismissal occurs when the student's College of the Canyons cumulative grade point average falls below a 2.0. for the second consecutive fall or spring semester. Academic Subject-to-Dismissal standing is also referred to as A2.
 - b. The email will contain information on the academic standing status change, the conditional requirements to continue at College of the Canyons, the impact of Academic Subject-to-Dismissal on enrollment priority and financial aid eligibility, and the resources available.
 - c. College of the Canyons will notify each student via his/her/their My Canyons email address.
 - d. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
 - e. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.

- C. College of the Canyons will place a registration hold on the record of students who are on Academic Subject-to-Dismissal. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services.
- D. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
- E. College of the Canyons will remove the registration hold from the student's record after the student participates in an intervention designated for Academic Subject-to-Dismissal students.
 - a. The intervention is held in person and/or online.
 - b. The student must register for the intervention in advance of the intervention's day and time.
 - c. The student may register for the intervention on the Counseling website; the link is included in the notification email.
 - d. The intervention is primarily offered in the summer and winter terms. It is also offered during the fall and spring semesters for late-start course enrollment and for the upcoming term's registration time.
 - e. College of the Canyons will remove the registration hold no later than the end of the next business day after the conclusion of the intervention.
- F. A student can be exempt from participating in the Academic Subject-to-Dismissal intervention.
 - a. If one of the following exemption conditions are met, the student can be exempt from participating in the Academic Subject-to-Dismissal intervention:
 - i. The student did not enroll at College of the Canyons for 5 or more years.
 - ii. The student has earned an associate degree or higher at a regionally-accredited institution subsequent to his/her/their last term of enrollment at College of the Canyons.
 - b. In lieu of the Academic Subject-to-Dismissal intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
 - c. Academic Subject-to-Dismissal status does not change for students who qualify for this exemption.
- G. Students on Academic Subject-to-Dismissal lose his/her/their enrollment priority and eligibility for the California College Promise Grant.
 - a. A student may appeal the loss of enrollment priority and/or the loss of the California College Promise Grant. The appeal form is available in the Admissions and Records office.
 - b. If a student earns a 2.0 or higher semester GPA in the most recent fall or spring semester at College of the Canyons:

- i. The student will not lose their enrollment priority.
- ii. The student will not lose their eligibility for the California College Promise Grant.
- c. If the student's cumulative College of the Canyons GPA remains below a 2.0, he/she/they will remain on Academic Subject-to-Dismissal status. The student must complete an Academic Subject-to-Dismissal intervention to have the registration hold removed and to continue enrollment.

4250.3 Academic Dismissal (AD)

- A. At a minimum, notification will include the following:
 - a. College of the Canyons will notify each student of the change in his/her/their academic standing status to Academic Dismissal. Academic Dismissal occurs when the student's College of the Canyons cumulative grade point average falls below a 2.0 for the third consecutive fall or spring semester. Academic Dismissal standing is also referred to as AD.
 - b. The email will contain information on the academic standing status change, the conditional requirements to continue at College of the Canyons, the impact of Academic Dismissal on enrollment priority and financial aid eligibility, and the resources available.
 - c. College of the Canyons will notify each student via his/her/their My Canyons email address.
 - d. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
 - e. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
- B. College of the Canyons will require the student to sit out for one fall or spring semester, from credit level courses, subsequent to the term the student was placed on Academic Dismissal.
- C. College of the Canyons will place a registration hold on the record of students on Academic Dismissal. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services
- D. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
- E. The student will lose enrollment priority when he/she/they return to College of the Canyons in a future term.
- F. The student will not be eligible for the California College Promise Grant.

- G. College of the Canyons will remove the registration hold from the student's record after the student sits out one fall or spring semester and meets with a Counselor upon his/her/their return to College of the Canyons. The Counselor will work with the student to complete a Contract for Probationary Reinstatement.
- H. A student can appeal the one-semester dismissal.
 - a. The student has the right to appeal if there were extenuating circumstances that caused the student's Academic Dismissal.
 - b. Students must submit appeals by the deadline established on the Dismissal Appeal Form. The Dismissal Appeal Form is available on the Counseling website or in the Counseling office.
- I. A student may appeal the loss of enrollment priority and/or the loss of the California College Promise Grant. The appeal form is available in the Admissions and Records office.
- J. Academic Dismissal students may continue enrollment for one semester without interruption if he/she/they earn a 2.0 or higher semester GPA in the most recent fall or spring semester at College of the Canyons.
 - a. College of the Canyons will remove the registration hold.
 - b. The student will not lose their enrollment priority.
 - c. The student will not lose their eligibility for the California College Promise Grant.
 - d. The student will remain on Academic Dismissal status if the student's cumulative College of the Canyons GPA remains below a 2.0.

Last Board Review: June 26, 2019

Next Review Date: Spring, 2025

AP 4251 Progress Standing – Progress Probation, Subject to Dismissal, and Dismissal

References

Education Code Section 70902(b) (3); Title 5 Sections 55030-55034

4251.1 Progress Probation (P1)

- A. College of the Canyons will notify each student of his/her/their progress difficulty and the availability of college support services to respond to the progress difficulty before the student is dismissed.
- B. At a minimum, notification will include the following:
 - a. College of the Canyons will notify each student via email that he/she/they have been placed on Progress Probation. Progress Probation occurs after the student attempts at least 12 units at College of the Canyons and at the end of the student's first fall or spring semester when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations. Progress Probation standing is also referred to as P1.
 - b. The email will contain information on the progress standing status change, the conditional requirements to continue at College of the Canyons, the impact of Progress Probation on enrollment priority and financial aid eligibility, and the resources available.
 - c. College of the Canyons will notify each student via his/her/their My Canyons email address.
 - d. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
 - e. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
- C. College of the Canyons will place a registration hold on the record of students who are on Progress Probation. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services.
- D. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
- E. College of the Canyons will remove the registration hold from the student's record after the student participates in an intervention designated for Progress Probation students.
 - a. The intervention is held in person and/or online.

- b. The student must register for the intervention in advance of the intervention's day and time.
 - c. The student may register for the intervention on the Counseling website; the link is included in the notification email.
 - d. The intervention is primarily offered in the summer and winter terms. It is also offered during the fall and spring semesters for late-start course enrollment and for the upcoming term's registration time.
 - e. College of the Canyons will remove the registration hold no later than the end of the next business day after the conclusion of the intervention.
- F. A student can be exempt from participating in the Progress Probation intervention.
- a. If one of the following exemption conditions are met, the student can be exempt from participating in the Progress Probation intervention:
 - i. The student did not enroll at College of the Canyons for 5 or more years.
 - ii. The student has earned an associate degree or higher at a regionally-accredited institution subsequent to his/her/their last term of enrollment at College of the Canyons.
 - b. In lieu of the Progress Probation intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
 - c. Progress Probation status does not change for students who qualify for this exemption.

4251.2 Progress Subject-to-Dismissal (P2)

- A. College of the Canyons will notify each student of his/her/their progress difficulty and the availability of college support services to respond to the progress difficulty before the student is dismissed.
- B. At a minimum, notification will include the following:
 - a. College of the Canyons will notify each student of the change in his/her/their progress standing status to Progress Subject-to-Dismissal. Progress Subject-to-Dismissal occurs when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations for the second consecutive fall or spring semester. Progress Subject-to-Dismissal standing is also referred to as P2.
 - b. The email will contain information on the progress standing status change, the conditional requirements to continue at College of the Canyons, the impact of Progress Subject-to-Dismissal on enrollment priority and financial aid eligibility, and the resources available.
 - c. College of the Canyons will notify each student via his/her/their My Canyons email address.

- d. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
 - e. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
- C. College of the Canyons will place a registration hold on the record of students who are on Progress Subject-to-Dismissal. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services.
- D. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
- E. College of the Canyons will remove the registration hold from the student's record after the student participates in an intervention designated for Progress Subject-to-Dismissal students.
 - a. The intervention is held in person and/or online.
 - b. The student must register for the intervention in advance of the intervention's day and time.
 - c. The student may register for the intervention on the Counseling website; the link is included in the notification email.
 - d. The intervention is primarily offered in the summer and winter terms. It is also offered during the fall and spring semesters for late-start course enrollment and for the upcoming term's registration time.
 - e. College of the Canyons will remove the registration hold no later than the end of the next business day after the conclusion of the intervention.
- F. A student can be exempt from participating in the Progress Subject-to-Dismissal intervention.
 - a. If one of the following exemption conditions are met, the student can be exempt from participating in the Progress Subject-to-Dismissal intervention:
 - i. The student did not enroll at College of the Canyons for 5 or more years.
 - ii. The student has earned an associate degree or higher at a regionally-accredited institution subsequent to his/her/their last term of enrollment at College of the Canyons.
 - b. In lieu of the Progress Subject-to-Dismissal intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
 - c. Progress Subject-to-Dismissal status does not change for students who qualify for this exemption.

- G. Students on Progress Subject-to-Dismissal lose his/her/their enrollment priority and eligibility for the California College Promise Grant.
 - a. A student may appeal the loss of enrollment priority and/or the loss of the California College Promise Grant. The appeal form is available in the Admissions and Records office.
 - b. If a student completes 75% or more of his/her/their semester units with letter grades (A, B, C, D, F, and FW) in the most recent fall or spring semester at College of the Canyons:
 - i. The student will not lose their enrollment priority.
 - ii. The student will not lose their eligibility for the California College Promise Grant.
 - c. If 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations, he/she/they will remain on Progress Subject-to-Dismissal status. The student must complete a Progress Subject-to-Dismissal intervention to have the registration hold removed and to continue enrollment.

4251.3 Progress Dismissal (PD)

- A. At a minimum, notification will include the following:
 - a. College of the Canyons will notify each student of the change in his/her/their progress standing status to Progress Dismissal. Progress Dismissal occurs when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations for the third consecutive fall or spring semester. Progress Dismissal standing is also referred to as PD.
 - b. The email will contain information on the progress standing status change, the conditional requirements to continue at College of the Canyons, the impact of Progress Dismissal on enrollment priority and financial aid eligibility, and the resources available.
 - c. College of the Canyons will notify each student via his/her/their My Canyons email address.
 - d. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
 - e. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
- B. College of the Canyons will require the student to sit out for one fall or spring semester, from credit level courses, subsequent to the term the student was placed on Progress Dismissal.
- C. College of the Canyons will place a registration hold on the record of students on Progress Dismissal. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services.

- D. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
- E. The student will lose enrollment priority when he/she/they return to College of the Canyons in a future term.
- F. The student will not be eligible for the California College Promise Grant.
- G. College of the Canyons will remove the registration hold from the student's record after the student sits out one fall or spring semester and meets with a Counselor upon his/her/their return to College of the Canyons. The Counselor will work with the student to complete a Contract for Probationary Reinstatement.
- H. A student can appeal the one-semester dismissal.
 - a. The student has the right to appeal if there were extenuating circumstances that caused the student's Progress Dismissal.
 - b. Students must submit appeals by the deadline established on the Dismissal Appeal Form. The Dismissal Appeal Form is available on the Counseling website or in the Counseling office.
- I. A student may appeal the loss of enrollment priority and/or the loss of the California College Promise Grant. The appeal form is available in the Admissions and Records office.
- J. Progress Dismissal students may continue enrollment for one semester without interruption if he/she/they complete 75% or more of his/her/their semester units with letter grades (A, B, C, D, F, and FW) in the most recent fall or spring semester at College of the Canyons.
 - a. College of the Canyons will remove the registration hold.
 - b. The student will not lose their enrollment priority.
 - c. The student will not lose their eligibility for the California College Promise Grant.
 - d. The student will remain on Progress Dismissal status if 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations.

Last Board Review: June 26, 2019

Next Review Date: Spring, 2025



BP 3250 Institutional Planning

References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5;
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,
55510, and 56270 et seq.

The ~~Chancellor~~ CEO shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to, ~~the~~ Educational and Facilities Master Plan.

The Chancellor shall submit those plans as required by Title 5 to the Board.

The CEO shall inform the Board about the status of planning and the various plans.

The CEO shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

See Administrative Procedure AP 3250

Approved ~~12/04/13~~



AP 3250 Institutional Planning

“Decision Making at College of the Canyons,” known colloquially as the Decision-Making Guide, describes planning processes and is updated ~~annually~~regularly. It also details the roles of each employee group on campus in planning and decision-making in general terms and related to specific committees and plans. Every instructional and ~~academic~~operational department on campus participates in planning at the department and college-wide levels. Descriptions of committees who develop plans are further described in the Decision-Making Guide.

~~All College~~ plans are updated regularly. Most are updated at least once every three years, with many being updated annually. One noteworthy exception is the Educational and Facilities Master Plan which is generally updated every six years. Copies of individual plans are available on the Intranet under the College Information link.

College-wide and appropriate departmental plans are developed in a manner that encourages broad participation from employee groups on campus, providing clear opportunities to be involved in the plan-formulation process and subsequent plan review. Plans are informed by institutional research, especially student outcomes data ~~performance indicators~~ when appropriate. Once completed, the Educational and Facilities Master Plan and other plans as required by Title 5 are presented to the Board of Trustees for approval. Other plans, such as the Strategic Plan and the Technology Master Plan are presented to the Board of Trustees as information items. Plans are submitted to the California Community Colleges Chancellor’s Office (CCCCO) for approval when required, and College plans are appropriately aligned with CCCC priorities, such as the Vision for Success, where applicable. ~~More importantly, a~~ All plans, including the budget, are interrelated and developed with the purpose of advancing efforts of every department on campus in meeting their departmental and institutional goals in support of the College’s mission. As noted in the Decision-Making Guide, institutional direction is driven by information received from staff, students, and the community and that helps the College deliver a clear vision for the future.

Revised ~~12/04/13~~