



# College of the Canyons Academic Senate

May 26, 2022

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

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/96505453513?pwd=bHJaSlpTK0pqK3lVamFvcHVvbnVWZz09>

**Meeting ID:** 965 0545 3513

**Passcode:** 500205

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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.*

**ADA statement:** If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) College of the Canyons

### 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](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments: none
5. Sub-Committee Summaries:
  - Senate Executive Committee meeting summary, April 14, 2022 (pg. 8-11)
6. Academic Senate Faculty Award Recipients (pg. 12)
7. Approval of the Consent Calendar

Academic Senate Summary, May 12, 2022 (pg. 3-7)	<a href="#">Special Curriculum Committee Summary, May 26, 2022</a>
<a href="#">Curriculum Committee Summary, May 19, 2022</a>	Curriculum Committee Certifications of Elections for School/Division & Adjunct Positions (pg. 13)

### B. Reports

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

1. Civic Engagement Committee Annual Committee Chair Report, Patty Robinson
2. Scholarly Presentation Committee, Sarah Etheridge
3. Academic Senate Presidents Report, David Andrus

### C. Action Items

1. Academic Senate Constitution Ratification Election Results (pg. 14)
2. Administrator Retreat Rights Discipline Memos for Spring 2022

Dianne Avery, <i>Educational Administrator, Psychology</i> (pg. 15-16)	Steve Erwin, <i>Educational Administrator, Counseling, Music</i> (pg. 24-25)
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Luis Gonzalez, <i>Educational Administrator, Education (pg. 17-18)</i>	Steve Ruys, <i>Educational Administrator, Kinesiology, Health, Physical Education (pg. 26-28)</i>
Nadia Cotti, <i>Educational Administrator, Counseling, Psychology, Specialized Instructor (Disabled Student Programs and Services): Noncredit (pg. 19-21)</i>	Wilbert Francis, <i>Educational Administrator, Business, Business Education, Management &amp; Marketing (pg. 29-32)</i>
Sarah Cox, <i>Educational Administrator, Counseling (pg. 22-23)</i>	

3. SP 2022 MQE Adjust List (pg. 33-36)
4. Faculty receiving Emeriti status June 2022 (pg. 37)

Ann Kressin, <i>Chemistry</i>	Kevin Anthony, <i>HTMG/Hotel/Motel Services</i>
Concepcion Perez, <i>Counseling</i>	Mary Corbett, <i>Nursing Health</i>
Deanna Davis, <i>English</i>	Pierre Cudemore Etienne, <i>French</i>
Deborah Klein, <i>Nursing</i>	Rebecca Edwards, <i>Art</i>
Guillermo Cruz, <i>Economics</i>	Ronald Karlin, <i>Library Science/Anthropology</i>
Julie Lawson, <i>Music</i>	Samuel Otto, <i>ESL/English/Education</i>
Kelly Burke, <i>Biology/Education</i>	Susan Hinshaw, <i>Theater</i>

5. COC CTE Toolkit Equivalency (Report out from workgroup), David Andrus
  - a. AP 7121 Minimum Qualifications and Equivalencies (pg. 38-51)
  - b. [CTE Faculty MQ Toolkit](#) (*Information only*)
6. 2022/2023 Academic Senate and Curriculum Committee Meeting Calendar, David Andrus
  - a. Calendar Option #1 & #2 (pg. 52-53)
7. AP 4024 (Substitute Instructors), Gary Collis (pg. 54-56)
8. Academic Senate Teleconferencing Policy, David Andrus & Gary Collis (pg. 57-59)
9. Academic Senate Study Abroad Advisory Council (SAAC) Procedures, Dr. Claudia Acosta (pg. 60-62)
10. Special Resolution Spring 2022, David Andrus

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

#### **D. Special Recognition**

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

1. Senator & Faculty Recognition for Spring 2022 (pg. 63-64)

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

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

1. Academic Integrity Taskforce

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

*Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.*

1. Department Chair Training Workshops
2. Tenure Committee Training Workshops

#### **G. Announcements**

- Next Academic Senate Meeting Spring 2022: Fall 2022 dates TBD.
- Academic Senate Collegial Celebration, June 2, 2022, 3:00pm-4:30pm, PAC Lobby
- [ASCCC 2022 Faculty Leadership Institute](#)- June 16<sup>th</sup> – 18<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*
- [ASCCC 2022 Curriculum Institute](#)- July 6<sup>th</sup> – July 9<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*

#### **H. Adjournment**

Academic Senate Meeting Summary for May 12, 2022

<b>Voting Members</b>					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	<i>Erica Seubert proxy for Lisa Hooper</i>	X	Personal & Professional Learning Senator	<i>Regina Blasberg proxy for Garrett Rieck</i>	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	Mike Harutunian	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	Jesse Vera	X
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	<i>Lauren Rome proxy for Aaron Silverman</i>	X
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	<i>Gary Collis proxy for Gary Quire</i>	X			

<b>Non-voting Members</b>			
Dr. Omar Torres	A	Luis Gonzalez	A
Marilyn Jimenez	X	Nicole Faudree (COCFA President)	A
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative-	A

<b>Guest</b>							
Claudia Acosta	X	Kathy Bakhit	X	Maral Markarian	X	Nadia Cotti	X
Dustin Silva	X	Kelly Burke	X	Michael Felix	X		X
Jeff Gregor	X	Larry Alvarez	X	Michelle LaBrie	X		X

**A. Routine Matters**

1. Call to order: 3:07 pm
2. Public Comment
  - Peter Hepburn acknowledged Ron Karlin who will be retiring soon after working at COC for the past 20 years. Ron also served on Senate.
3. Approval of the Agenda

- Motion to approve the agenda by Tammera Rice, second Jesse Vera. Gary Collis proxy for Gary Quire (yes, vote), Lauren Rome proxy for Aaron Silverman (yes vote), Unanimous. Approved.

4. **Immediate Action Item:**

- **Statement on Finding Facts to Implement Teleconferencing During a Proclaimed State of Emergency**, David Andrus (pg. 8-9)
- This will be the last resolution passed to cover the last two Senate meetings via zoom. David will explain what the plan will be for holding meetings in fall 22.
- Motion to adopt the resolution by Lisa Hooper, seconded by Peter Hepburn. Gary Collis proxy for Gary Quire (yes, vote), Lauren Rome proxy for Aaron Silverman (yes vote), Unanimous. Approved.

5. Committee Appointments:

- SP 22 Selection Committees (pg. 3)

6. Sub-Committee Summaries: none

7. Approval of the Consent Calendar

- Motion to adopt the consent calendar by Lisa Hooper, seconded by Garrett Rieck. Gary Collis proxy for Gary Quire (yes, vote), Lauren Rome proxy for Aaron Silverman (yes vote), Unanimous. Approved.

Academic Senate Summary, April 28, 2022 (pg. 4-7)	Academic Senate & Curriculum Certifications of Elections (pg. 10-12)
<a href="#">Curriculum Committee Summary, May 5, 2022</a>	<a href="#">Program Viability Committee Program Initiation Proposals:</a> <ul style="list-style-type: none"> <li>• ASL Degree Program</li> <li>• Sustainable Architecture Baccalaureate</li> </ul>

**B. Reports**

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

1. Personal & Professional Learning Committee (PPL) Annual Committee Chair Report, Garrett Rieck
  - a. Personal & Professional Learning Dept used to be the *Continuing & Community Education Dept.* oversees all non-credit and community ed programs. The committee was re-branded 3 years ago and does more reporting now on marketing, outreach, dual enrollment, and non-credit efforts. The committee is now looking at new non-credit pathways. Garrett highlighted both past and new key programs that doing well in non-credit.
2. Academic Senate Presidents Report, David Andrus
  - a. [Faculty Office Furniture Policy](#) *information only*
    - i. This document outlines the process for how people vacate the offices. This doc will be posted and linked on the Senate website.
  - b. [Academic Senate Release Time – 2022/23 Academic Year](#) (pg. 13)
    - i. The Academic Senate is allotted 350 hours of release time. As a reminder there is still release time through the District for the faculty articulation liaison/officer position which is Julie Hoven.
  - c. [End of the year Collegial Celebration](#): A message went out to all faculty. A message will go out to deans and instructional classified. There are 600 students who will be participating for the Gard Walk. Michael Dermody will be hosting this event. Special thanks to Victoria Leonard, Wendy Ruiz and Marilyn Jimenez for helping with this event. There is still a need

for commencement readers. Retirees will be listed on the last Senate agenda for approval of Emeriti status.

- d. Const. & By-laws: As a reminder this item is listed on the agenda for action. If adopted by 2/3<sup>rd's</sup> of the quorum, then this will trigger a Senate Election. The Elections Committee will send out an email notification.
- e. Future Business: Gary Collis and David have been working on the Brown Act protocols for fall semester Senate meetings. People will still be able to zoom in. Agendas will need to be posted at those sites. Reminder, quorum can only be made by those who are in District.
- f. New AVP Dr. Luis Gonzalez was welcomed for attending 1<sup>st</sup> Senate meeting at COC.

**C. Action Items**

1. Academic Senate Constitution & Bylaws Proposed Changes, Rebecca Shepherd

a. Constitution

- I. On page 2 of the Bylaws the language will be re-worded to, “*lead adjunct will be selected based on a randomization process*” as this doesn’t commit to any software. This process may also be administered by the Academic Senate. The *Lead Adjunct* Senator will need to be available to attend Senate Exec Committee meetings. If no adjunct wants to serve, there will be no Lead Adjunct.
- II. Motion to adopt the Constitution by Tammera Rice, seconded by Mike H. Gary Collis
- III. Votes collected via roll call vote:

David Andrus – Did not vote	Lisa Hooper - AYE	Lauren Rome - AYE
Regina Blasberg- AYE	Marco Llaguno - AYE	Erica Seubert - AYE
David Brill - AYE	Jennifer Paris - AYE	Rebecca Shepherd - AYE
Gary Collis - AYE	<i>Gary Collis proxy for Gary Quire - AYE</i>	Ambika Silva - AYE
Rebecca Eikey - Absent	Shane Ramey - AYE	Lauren Rome proxy for Aaron Silverman - AYE
Mike Harutunian - AYE	Tammera Rice - AYE	Jesse Vera - AYE
Peter Hepburn - AYE	<i>Lisa Hooper proxy for Garrett Rieck - AYE</i>	<b>Motion passed</b> with 20 votes in favor and one absent.
Garrett Hooper - AYE	Benjamin Riviera - AYE	

b. Bylaws

- I. Motion to adopt the Bylaws. with the amended language by Erica Seubert, seconded by Regina Blasberg.
- II. Votes collected via roll call vote:

David Andrus – Did not vote	Lisa Hooper - AYE	Lauren Rome - AYE
Regina Blasberg- AYE	Marco Llaguno - AYE	Erica Seubert - AYE
David Brill - AYE	Jennifer Paris - AYE	Rebecca Shepherd - AYE
Gary Collis - AYE	<i>Gary Collis proxy for Gary Quire - AYE</i>	Ambika Silva - AYE
Rebecca Eikey - Absent	Shane Ramey - AYE	Lauren Rome proxy for Aaron Silverman - AYE
Mike Harutunian - AYE	Tammera Rice - AYE	Jesse Vera - AYE

Peter Hepburn - AYE	Lisa Hooper proxy for Garrett Rieck - AYE	<b>Motion passed</b> with 20 votes in favor and one absent.
Garrett Hooper - AYE	Benjamin Riviera - AYE	

2. Academic Senate Tenure Philosophical Statement, David Andrus (pg. 14-15)
  - a. Third sentence language will be changed to *“The primary responsibility of addressing evaluator performance and improvement recommendations rests with the contract faculty member being evaluated.”*
  - b. Motion to adopt this statement with the amended language to paragraph three by Regina Blasberg, seconded by Mike Harutunian. Gary Collis proxy for Gary Quire (yes, vote), Lauren Rome proxy for Aaron Silverman (yes vote), Lisa Hooper proxy for Garrett Rieck (yes, vote). Unanimous. Approved.

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

#### **D. Discussion**

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

1. 2022/2023 Academic Senate and Curriculum Committee Meeting Calendar, David Andrus
  - a. Calendar Option #1 & #2 (pg. 16-17)
    - I. Option 1 mimics the schedule for this year as it has been successful. The December month has to end with Senate meeting to adopt Curriculum committee summaries. There is a recommendation to create a mechanism for creating meeting calendars in the future. Item will return as action.
2. Academic Senate Study Abroad Advisory Council (SAAC) Procedures, Dr. Claudia Acosta (pg. 18-20)
  - a. SAAC is now a Senate sub-committee chaired by Dr. Acosta. The mission is broadened students understanding of other cultures and train and mentor new faculty teaching abroad. The committee will review and approve program proposals. This item will return as an action item.
3. COC CTE Toolkit Equivalency (Report out from workgroup), David Andrus
  - a. AP 7121 Minimum Qualifications and Equivalencies (pg. 21-32)
  - b. [CTE Faculty MQ Toolkit](#) (Information only)
    1. Several meetings took place with Senate Leadership, CTE Faculty Workgroup, MQE and HR to identify a hiring administrative process, for a new option #3, that is formalized, meaningful, fair, equitable and which everyone is comfortable with. The hope is to have some cross collaboration with other colleges. This new process will be piloted and restricted to only adjuncts. The MQE committee with CE faculty will develop a rubric for each discipline that can be used by HR, MQE chair and a hiring chair to process applicant materials. In the interim the CTE faculty can use this to dev. cheat sheets and see if any recruitment can be expanded. Rather than revising 7120A this could be altered in the MQE policy (7121) and procedure as was proposed. The Policy Review Committee discussed the approval of suggested rubrics and if CE faculty and HR will be consulted. The committee discussed the possibility of having the Senate approve the objective rubrics to allow for greater input. The GE area is what is more challenging and this is why there is a need for cheat sheets (rubrics) that will require GE faculty input. This are approximately 6 programs including some in non-credit that are interested in option #3. This item will return as action.
4. AP 4024 (Substitute Instructors), Gary Collis (pg. 33-35)

- a. This is a new AP. The general rule is that the District will provide a faculty instructor when faculty are absent on the second absence. Ed Code states short term instructors are at 60%. There is no law defining “short term.” Need to determine when an instructor is no longer a sub but an instructor of record. There is concern with certifying a sub in the modality being taught and adding this to the AP. Gary will meet with Dr. Torres and the new AVP Luis Gonzales for further discussion.

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

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

2. Academic Integrity Taskforce
3. Brown Act Senate Procedures 2022-2023

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

*Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.*

1. Department Chair Training Workshops
2. Tenure Committee Training Workshops
3. Educational Administrator Retreat Rights list 2022-2023

#### **G. Announcements**

- Next Academic Senate Meeting Spring 2022: May 26<sup>th</sup>
- [ASCCC 2022 Career and Noncredit Education Institute, May 12<sup>th</sup>-14<sup>th</sup>, 2022](#)-Hybrid Event \*Subject to change\*
- Academic Senate Collegial Celebration, June 2, 2022, 3:00pm-4:30pm, PAC Lobby
  - Reminder to have school senators inform their school of upcoming celebration meeting.
- [ASCCC 2022 Faculty Leadership Institute](#)- June 16<sup>th</sup> – 18<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*
- [ASCCC 2022 Curriculum Institute](#)- July 6<sup>th</sup> – July 9<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*

**H. Adjournment:** 5:07pm



COLLEGE OF THE CANYONS  
ACADEMIC SENATE  
EXECUTIVE COMMITTEE MEETING  
**April 14, 2022**  
11:00 a.m. to 12:00 p.m.

**Summary**

**Attendees:** Alisha Kaminsky, David Andrus, Dr. Claudia Acosta, Garrett Rieck, Gary Collis, Gary Quire, Jason Burgdorfer, Julie Johnson, Katie Coleman, Lisa Hooper, Marilyn Jimenez, Miriam Golbert, Nicole Faudree, Patty Robinson, Robert Wonser, Teresa Ciardi, Wendy Brill-Wynkoop

**A. Routine Matters**

1. Call to order: 11: 04 am
2. Public Comment: none
3. Approval of the Agenda
  - a) Motion to approve the agenda by Miriam Golbert, seconded by Gary Collis. (Verbal Yes vote from Lisa H. and Jason B. Unanimous. Approved.

**B. Immediate Action Item - Adoption of April 14, 2022 of the Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency (Executive Committee) No. 2021/22-03 (pg. 3-4)**

- a) This resolution will give us another 30 days of teleconferencing.
- b) Motion to adopt by Claudia Acosta, seconded by Gary Quire. Two verbal yes votes from Lisa Hooper and Jason Burgdorfer. Unanimous. Approved.

**C. Consent Calendar**

1. Adoption of March 10, 2022 Ex. Comm. Summary (pg. 5-7)
  - a. Motion to adopt the consent calendar by Miriam Golbert, seconded by Gary Collis. Two verbal yes votes from Lisa Hooper and Jason Burgdorfer. Unanimous. Approved.

**D. Reports:**

1. Academic Senate Presidents Report
  - a) ASCCC SP 22 Plenary Update: Jennie May has been elected president of the ASCCC Academic Senate and has served as VP in the past. Dolores Davidson will be finishing up her term as President. David encourage all committee members to attend the ASCCC Fall 22 plenary as there are many relevant workshops and resolutions.



**E. Action:**

1. Adoption of April 14, 2022 of the Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency (Senate) No. 2021/22-05

(pg. 8-9)

- a. As a reminder Senate Executive Committee needs to adopt any Academic Senate resolutions first.
  - b. Motion to adopt the resolution by Alisha Kaminsky, seconded by Claudia Acosta. One abstention from Dr. Claudia Acosta. Two verbal yes votes from Lisa Hooper and Jason Burgdorfer. Unanimous. Approved..
2. COC Academic Senate Faculty Awards Descriptions & Criteria
    - a) Faculty Award Timeline (*Information Only*) (pg. 10)
      - I. As per the timeline David will send out the award descriptions to all faculty. Nominations close on the May 6<sup>th</sup>, 2022. David has created a new CANVAS shell for the Senate Exec committee. As a reminder all sub-committee are beholden to Brown Act. The CANVAS shell will serve as a repository for all awards. All discussion features will be turn off so there is no violation of the Brown Act. Modules will be used to organize the various awards. There will be a deliberation meeting scheduled for May 19<sup>th</sup>, 2022.
      - II. End of the Year collegial Celebration will be scheduled and hosted in the PAC lobby on June 2<sup>nd</sup> from 3:00pm-4:30pm. This will be hosted on the same day as the grad walk. The commencement ceremony was scheduled for June 3<sup>rd</sup>. Students will need to RSVP for one or the other as they cannot attend both. Readers are need for the Grad Walk and David will be sending an email out to everyone.
      - III. This event will recognize all award recipients.
    - b) Faculty Award Policy (*Information Only*) (pg. 11)
      - I. The idea is to have Academic Senate approve this policy at today's meeting. The approval of this policy will afford Senate Exec the purview of overseeing the process for Faculty awards.
      - II. There are three awards which mimic the ASCCC statewide awards those recipients can then be advanced statewide. Some of the awards have an award rubric that was modeled after the statewide awards.
      - III. The Senate Exec will be solely responsible for reviewing the awards including the ASG President. Students cannot nominate faculty for all awards but may be able to for the COC Excellence in Education Award and the International Education Award. It is possible that students may be able to provide a voice in the award process. The suggestion is to ensure students are made aware of the

award nomination process.

- IV. A decision will be made to determine if the entire group will review award applications or if the applications will be divided by group. This will be dependent on the number of awards received. Nominations will close on May 6, 2022. The deliberation meeting scheduled for May 19<sup>th</sup> will be scheduled for 90 minutes.
- V. Motion to adopt the award descriptions including the rubrics with a noted amendment that the Excellence in Teaching will be changed to Excellence in Education by Garrett Rieck, seconded by Miriam Golbert. Unanimous. Approved.

#### **F. Discussion**

1. Spring 2022 Committee Survey Template
  - a) Committee should be surveying themselves annually and preferably in the spring. Faculty can contact Alisha LeValley or Daylene to have a generated link created. If anyone plans on surveying their committee please inform David. The Academic Senate will also be surveyed and the results will be discussed at the Senate Retreat.
  - b) Any committee chairs who receive survey results can keep their results within their own committee. If any faculty choose to survey their committees there is an expectation based on the Committee on Committees to capture qualitative feedback.
  - c) The survey can be very long and there is concern with how quickly faculty can complete it. However, each faculty can modify the survey as needed.
2. Committee Needs? Future Business?

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

#### **F. Announcements**

- a. Next Academic Senate Meeting Spring 2022: April 28<sup>th</sup>, May 12<sup>th</sup> & May 26<sup>th</sup>
- b. [ASCCC 2022 Career and Noncredit Education Institute, May 12<sup>th</sup>-14<sup>th</sup>, 2022-](#) Hybrid Event \*Subject to change\*
- c. [ASCCC 2022 Faculty Leadership Institute-](#) June 16<sup>th</sup> – 18<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*
- d. [ASCCC 2022 Curriculum Institute-](#) July 6<sup>th</sup> – July 9<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*

#### Additional Announcements:

- CPT Annual Retreat, Monday, April 18, 1-5p.m. UCEN-258 or Zoom (lunch at 12p.m.).
- MCC Center temporary location, grand opening next week.
- There will be email coming forward regarding the June 7<sup>th</sup> election. Upcoming statewide Civic Summit. Gen Z Cory Seemiller coming back and this event will have an

international perspective.

- Wendy will be at the Senate meeting to talk about advocacy. As a result of AB 1705 there is a need for civic engagement and advocacy in many areas.

**G. Adjournment:** 11:50 pm



## **ACADEMIC SENATE FOR COLLEGE OF THE CANYONS 2021/22 Faculty Award Recipients**

At the 05/19/2022 meeting of the Executive Committee of the Academic Senate, the final list of nominees for the 2021/22 Academic Senate Faculty Awards was deliberated and voted on. The recipients of the awards are:

### **2021/22 Academic Senate Excellence in Education Award**

Adjunct Professor Angeli Francois  
Professor Elizabeth Shaker

### **2021/22 Academic Senate Commitment to Diversity Award**

Adjunct Professor Angeli Francois  
Adjunct Professor Dr. Preeta Saxena  
Professor Pamela Williams-Paez

### **2021/22 Academic Senate Exemplary Program Award**

Center for Excellence in Teaching and Learning  
-Associate Professor Dr. Julianne Johnson  
-Associate Professor Robert Wonser

### **2021/22 Academic Senate Governance Award**

Professor Nicole Faudree, Esq.

### **2021/22 Academic Senate Collegiality & Citizenship Award**

Associate Professor Dr. Hernan Ramirez

## Curriculum Committee School/Division Seats

Two-year term to be held from 7/1/22 – 6/30/24

School/Division Seats	Nominees
Applied Technologies	Holly Hitt-Zuniga
Business	Lori Young
HPPS (Division of MSHP School)	<i>Vacant</i>
Kinesiology/PE/Athletics	Leora Gabay
Learning Resources	Erin Barnthouse
MSE (Division of MSHP School)	Mary Bates
Personal and Professional Learning	Garrett Rieck
School of Humanities	Mike Harutunian
Social and Behavioral Sciences	Sarah Etheridge
Student Services	Julie Hovden
VAPA	Diana Stanich

## Curriculum Adjunct Seats

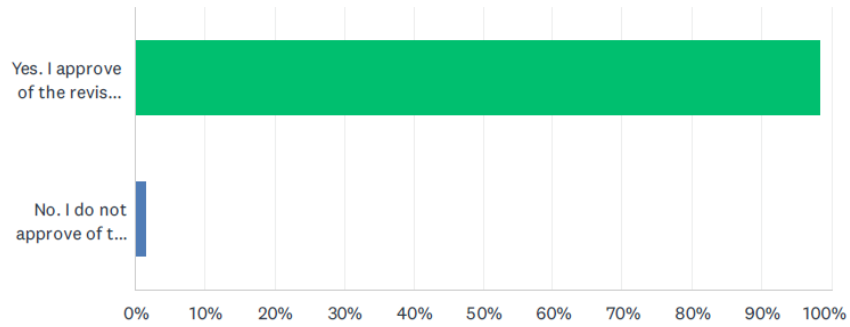
Two-year term to be held from 7/1/22 – 6/30/24

Adjunct Curriculum Seats	Nominees
Adjunct Seat #1	Jesse Vera
Adjunct Seat #2	Arshia Malekzadeh
Adjunct Seat #3	Linda Bearegard-Vasquez

## Ballot – Constitution Ratification: Spring 2022 RESULTS

Q1 Please select one of the following to cast your vote.

Answered: 71 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes. I approve of the revision to the Constitution.	98.59%	70
No. I do not approve of the revision to the Constitution.	1.41%	1
TOTAL		71

# ***HUMAN RESOURCES OFFICE***

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Date: May 17, 2022

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Dianne Avery

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Name: Dianne Avery

Position: Dean, Academic Innovation and Continuing Education

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- ✓ Possession of a Master's degree from an accredited college or university in a discipline reasonably related to the assignment AND
- ✓ Two (2) years of full-time academic administrative experience in an institution of higher education reasonably related to the assignment OR
- A minimum of two (2) years of successful full-time leadership experience reasonably related to the administrator's administrative assignment; AND
- A minimum of one (1) year of successful full-time experience providing leadership for a major district-level initiative/program; AND
- Completion of a leadership training program of at least one (1) semester in duration.

Dianne Avery meets the minimum qualifications with:

- Master's in Forensic Psychology from Arizona State University
- 3.41 years full-time academic administrative experience in an institution of higher education reasonably related to the assignment

- Administrative Assistant IV at College of the Canyons

Discipline Assignment: Psychology

The minimum qualifications for the discipline of Psychology:

- Possession of an unexpired California Community College Instructor Credential in Psychology OR
- ✓ Master's in psychology
- OR Bachelor's in psychology AND Master's in counseling, sociology, statistics, neuroscience or social work
- OR the equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Dianne Avery meets the minimum qualifications with:

- Master's in Forensic Psychology from Arizona State University

Santa Clarita Community College District  
COLLEGE OF THE CANYONS



# ***HUMAN RESOURCES OFFICE***

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Date: May 16, 2022

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Luis Gonzalez

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Name: Luis Gonzalez

Position: Associate Vice President, Instruction

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- ✓ Master's degree from and accredited college or university; AND
- ✓ Three (3) years of academic administrative experience in an institution of higher education at the Division Dean or higher.

Luis Gonzalez meets the minimum qualifications with:

- Master's degree in Education from University of California, Santa Barbara
  - Doctor of Education in Educational Leadership form University of California, Santa Barbara
  - 7.25 years of academic administrative experience in an institution of higher education at the Division Dean or higher: Dean of Library and Liberal Studies at Oxnard College
- 

Discipline Assignment: Education

The minimum qualifications for the discipline of Education:

- Possession of an unexpired California Community College Instructor Credential in Education OR

- ✓ Master's degree in education OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Luis Gonzalez meets the minimum qualifications with:

- Master's degree in Education from University of California, Santa Barbara
- Doctor of Education in Educational Leadership form University of California, Santa Barbara

Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

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Date: April 14, 2022

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Nadia Cotti

---

Name: Nadia Cotti

Position: Dean, School of Applied Technologies; Interim Dean, School of Mathematics, Science and Engineering

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- ✓ Possession of a Master's degree from an accredited college or university in a discipline reasonably related to the assignment AND
- Two (2) years of full-time academic administrative experience in an institution of higher education OR
- ✓ A minimum of two (2) years of successful full-time leadership experience reasonably related to the administrator's administrative assignment; AND
- ✓ A minimum of one (1) year of successful full-time experience providing leadership for a major district-level initiative/program; AND
- ✓ Completion of a leadership training program of at least one (1) semester in duration.

Nadia Cotti meets the minimum qualifications with:

- Master's in Counseling from Loyola Marymount University
- 16.08 years of successful full-time leadership experience reasonably related to the administrator's administrative assignment; AND successful full-time experience providing leadership for a major district-level initiative/program; AND

- Completion of a leadership training program of at least one (1) semester in duration.
    - Director/Supervisor of Career Technical Education at William S. Hart Union High School District
    - Counselor/Counseling Department Chair at William S. Hart Union High School District.
    - Hart District Administrative Induction, a two-year mentorship and self-study course for administrative staff.
- 

#### Discipline Assignment: Counseling

The minimum qualifications for the discipline of Counseling:

- Possession of an unexpired California Community College Instructor Credential in Counseling OR
- ✓ Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling,
- OR the equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Nadia Cotti meets the minimum qualifications with:

- Master's in Counseling from Loyola Marymount University
- 

#### Discipline Assignment: Psychology

The minimum qualifications for the discipline of Psychology:

- Possession of an unexpired California Community College Instructor Credential in Psychology OR
- Master's in psychology
- OR Bachelor's in psychology AND Master's in counseling, sociology, statistics, neuroscience or social work

- OR the equivalent: any Master’s degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Nadia Cotti meets the minimum qualifications with:

- Master’s in Counseling from Loyola Marymount University
  - Bachelor’s in Psychology from Loyola Marymount University
- 

Discipline Assignment: Specialized Instruction (Disabled Student Programs and Services):  
Noncredit

The minimum qualifications for the discipline of Discipline Assignment: Specialized Instruction (Disabled Student Programs and Services): Noncredit:

- Possession of an unexpired California Community College Instructor Credential in Specialized Instruction OR
- A Bachelor’s degree with any of the following majors:
  - Education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities
- OR an Associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the

Nadia Cotti meets the minimum qualifications with:

- Bachelor’s in Psychology from Loyola Marymount University

Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

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Date: April, 2022

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Sarah Cox

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Name: Sarah Cox

Position: Director of Student Resources and Basic Needs

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- ✓ Master's degree in social work, sociology, education or other related field; AND
- ✓ Two (2) years of full-time experience in an educational institution or experience providing basic needs to students or the community. Experience may include volunteer work that included program management of basic needs operation.

Sarah Cox meets the minimum qualifications with:

- Master's in Social Work from Simmons University
  - 16.83 years of full-time experience in an educational institution or experience providing basic needs to students or the community:
    - Regional CalWORKS Clinical Manager & Clinical Supervisor, Quality Improvement Supervisor at Penny Lane
    - Program Coordinator & Intake Coordinator at Children's Bureau
- 

Discipline Assignment: Counseling

The minimum qualifications for the discipline of Counseling:

- Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling,
- OR the equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Sarah Cox meets the minimum qualifications with:

- Master's in Social Work from Simmons University

Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

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Date: May 18, 2022

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Steven Erwin

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Name: Steven Erwin

Position: Associate Dean, Admissions, Records, and Veteran Services

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- ✓ Possession of a Master's degree from an accredited college or university in a discipline reasonably related to the assignment AND
- ✓ Two (2) years of full-time academic administrative experience in an institution of higher education reasonably related to the assignment OR
- A minimum of two (2) years of successful full-time leadership experience reasonably related to the administrator's administrative assignment; AND
- A minimum of one (1) year of successful full-time experience providing leadership for a major district-level initiative/program; AND
- Completion of a leadership training program of at least one (1) semester in duration.

Steven Erwin meets the minimum qualifications with:

- Master's degree in Educational Counseling from University of La Verne
- Master's degree in Music from Washington State University
- 8.58 years of full-time academic administrative experience in an institution of higher education reasonably related to the assignment:



- Associate Dean, Admissions, Records, and Veteran Services
  - Director, Admissions & Records and Online Services
  - Assistant Director, Admission & Records and Online Services
- 

Discipline Assignment: Counseling

The minimum qualifications for the discipline of Counseling:

- Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling,
- OR the equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Steven Erwin meets the minimum qualifications with:

- Master's degree in Educational Counseling from University of La Verne
- 

Discipline Assignment: Music

The minimum qualifications for the discipline of Music:

- Master's in music
- OR Bachelor's in music and Master's in humanities
- OR the equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Steven Erwin meets the minimum qualifications with:

- Master's degree in Music from Washington State University

Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

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Date: April 14, 2022

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Steve Ruys

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Name: Steve Ruys

Position: Dean, Physical Education, Kinesiology, and Athletics

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- ✓ Master's degree from an accredited college or university in a discipline reasonably related to the assignment; AND
- ✓ Two (2) years of academic administrative experience in an institution of higher education reasonably related to the assignment OR
- Two (2) years of successful full-time leadership experience reasonably related to the administrator's administrative assignment AND
- One (1) year of successful full-time experience providing leadership for a major district-level initiative/program AND
- Completion of a leadership training program of at least one (1) semester in duration

Steve Ruys meets the minimum qualifications with:

- Master's degree in Kinesiology from Fresno Pacific University
  - 18.23 years of academic administrative experience in an institution of higher education reasonably related to the assignment: Athletics Director/Kinesiology Faculty Department Chair, Assistant Athletic Director, Director of Fitness, Head Men's Soccer Coach and Fitness Center Coordinator and Head Strength and Conditioning Coach
-

## Discipline Assignment: Kinesiology

The minimum qualifications for the discipline of Kinesiology:

- Possession of an unexpired California Community College Instructor Credential in Kinesiology OR
- Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education OR
- Bachelor's degree in any of the above AND Master's degree in any life science, dance, physiology, health education, recreation administrator or physical therapy OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Steve Ruys meets the minimum qualifications with:

- Master's degree in Kinesiology from Fresno Pacific University
- 

## Discipline Assignment: Health

- Possession of an unexpired California Community College Instructor Credential in Health OR
- ✓ Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition or public health OR
- Bachelor's degree in any of the above AND Master's degree in any biological science OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Steve Ruys meets the minimum qualifications with:

- Master's degree in Kinesiology from Fresno Pacific University
- 

## Discipline Assignment: Physical Education

- Possession of an unexpired California Community College Instructor Credential in Physical Education OR
- ✓ Master's degree in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education OR
- Bachelor's degree in any of the above AND Master's degree in any life science, dance, physiology, health education, recreation administration or physical therapy OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Steve Ruys meets the minimum qualifications with:

- Master's degree in Kinesiology from Fresno Pacific University

# ***HUMAN RESOURCES OFFICE***

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Date: May 16, 2022

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Wilbert Francis

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Name: Wilbert Francis

Position: Director, Academic Accommodations

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall the following:

- Master's degree in the category of disability or a related field, and 15 semester units of upper division or graduate study in an area of disability OR
- ✓ Master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment AND
- Two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:
  - Instruction or counseling or both in a higher education program for students with disabilities;
    - ✓ Administration of a program for students with disabilities in an institution of higher education;
    - Teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; OR
    - Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities

AND

- ✓ Two (2) years full-time equivalent experience of successful leadership supervising a student support services program at an institution of higher education

Wilbert Francis meets the minimum qualifications with:

- Master's in Business Administration from University of the Virgin Islands
  - 16.42 years of leadership experience reasonably related to the assignment: Project Director at University of California, Los Angeles and Assistant Director/Director of The Virgin Islands Technology Related Assistance for Individuals with Disabilities (VITRAID)
  - 16.42 years of experience of successful leadership supervising a student support services program in an institution of higher education: Project Director at University of California, Los Angeles and Assistant Director/Director of The Virgin Islands Technology Related Assistance for Individuals with Disabilities (VITRAID)
- 

Discipline Assignment: Business

The minimum qualifications for the discipline of Business:

- Possession of an unexpired California Community College Instructor Credential in Business OR
- Master's degree in business, business management, business administration, accountancy, finance, marketing or business education OR
- Bachelor's degree in any of the above AND Master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) OR
- Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Wilbert Francis meets the minimum qualifications with:

- Master's in Business Administration from University of the Virgin Islands
- 

Discipline Assignment: Business Education

The minimum qualifications for the discipline of Business Education:

- Possession of an unexpired California Community College Instructor Credential in Business Education OR
- Master's degree in business, business administration, or business education OR
- Bachelor's in any of the above AND Master's in vocational education OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Wilbert Francis meets the minimum qualifications with:

- Master's in Business Administration from University of the Virgin Islands
- 

Discipline Assignment: Management

The minimum qualifications for the discipline of Management:

- Possession of an unexpired California Community College Instructor Credential in Management OR
- Master's degree in business administration, business management, business education, marketing, public administration, or finance OR
- Bachelor's degree in any of the above AND Master's degree in economics, accountancy, taxation or law OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Wilbert Francis meets the minimum qualifications with:

- Master's in Business Administration from University of the Virgin Islands
- 

Discipline Assignment: Marketing

The minimum qualifications for the discipline of Marketing:

- Possession of an unexpired California Community College Instructor Credential in Marketing OR

- ✓ Master's degree in business administration, business management, business education, marketing, advertising or finance OR
- Bachelor's degree in any of the above AND Master's degree in economics, accountancy, taxation or law OR
- The equivalent: any Master's degree from an accredited institution of higher learning AND completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Wilbert Francis meets the minimum qualifications with:

- Master's in Business Administration from University of the Virgin Islands

Santa Clarita Community College District  
COLLEGE OF THE CANYONS



Adjunct Faculty Late Spring 2019

Name	Position Title	Discipline Assignment	MQ&E for the specified discipline as listed in the current MQ&E state handbook/ Equivalency	Evidence for how the faculty member meets MQ or E
Sinha, Rupa	Adjunct – Computer Science	Computer Science	<p>Master's degree in computer science or computer engineering.  <b>OR</b> - Bachelor's in either of the above AND master's degree in mathematics, cybernetics, business administration, accounting or engineering.  <b>OR</b> - Bachelor's in engineering AND master's degree in cybernetics, engineering, mathematics, or business administration.  <b>OR</b> - Bachelor's in mathematics AND master's degree in cybernetics, engineering, mathematics, or business administration.  <b>OR</b> - Bachelor's in any of the above AND master's degree in information science, computer information systems, or information systems.  <b>OR</b> - Equivalency: An official transcript documenting</p>	<p>BS and MS in Mathematics from Ranchi University, in Ranchi India as evaluated by Academic Credential Evaluation Institute, a NACES member.</p> <p>Adjunct has been teaching Math at COC for 8 years.</p>

			successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.	
Devlahovich, Vincent	Adjunct – Geology	Earth Science	<p>Master's in geology, geophysics, earth sciences, meteorology, oceanography or paleontology  OR - Bachelor's in geology AND Master's in geography, physics, or geochemistry  OR - Equivalency: An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate</p>	<p>MS Interdisciplinary Studies from CSUN AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.</p> <p>Was FTF at COC for 14 years.</p>

			level, a minimum of which must be 12 graduate level semester units.	
Devlahovich, Vincent	Adjunct Geography	Geography	<p>Master's in geography  <b>OR</b> - Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography  <b>OR</b> - Master's in one of the disciplines included in the interdisciplinary area AND upper division or graduate course work in at least one other constituent discipline.  Disciplines include: Earth Science and Geography  <b>OR</b> - <b>Equivalency:</b> An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.</p>	MS Interdisciplinary Studies from CSUN AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.

<p>Smith, Lashonda</p>	<p>Noncredit - Health and Safety – Anger Management and Domestic Violence Instructor</p>	<p>Vocational (short-term): Noncredit</p>	<p>Any bachelor’s degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent; OR- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter; OR- For courses in an occupation for which the District offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.</p>	<p>BA Criminal Justice from Kaplan University and four (4) years of occupational experience related to the subject of the course taught or the equivalent</p>
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# Emeriti Faculty

FY 2021-2022

#	FTF Retiree Name	Hire Date	Retirement Date	Discipline
1	Ann Kressin	August 14, 2000	December 15, 2021	Chemistry
2	Concepcion Perez	July 26, 2007	June 30, 2022	Counseling
3	Deanna Davis	August 19, 1998	June 30, 2022	English
4	Deborah Klein	August 16, 2013	June 30, 2022	Nursing
5	Guillermo Cruz	August 13, 2001	June 30, 2022	Economics
6	Julie Lawson	August 20, 2007	June 30, 2022	Music
7	Kelly Burke	January 7, 2005	June 2, 2022	Biology/Education
8	Kevin Anthony	August 16, 1999	June 30, 2022	HTMG/Hotel/Motel Svcs
9	Mary Corbett	October 11, 2006	June 3, 2022	Nursing/Health
10	Pierre Cudemore Etienne	August 14, 2000	June 30, 2022	French
11	Rebecca Edwards	August 20, 2007	June. 30, 2022	Art
12	Ronald Karlin	August 14, 2000	June 3, 2022	Library Science/Anthropology
13	Samuel Otoo	August 20, 1992	June 30, 2022	ESL/English/Education
14	Susan Hinshaw	January 4, 1999	June 1, 2022	Theater

## AP 7121 Minimum Qualifications and Equivalencies

### Reference:

Education Code 87001, 87003 and 87743.2

Title 5 Sections 53400 et seq.

Minimum Qualifications for Faculty and Administrators in California Community Colleges 2016 (CCCCO publication, 2012)

Equivalence to the Minimum Qualifications (ASCCC publication, 2016)

ASCCC Curriculum Committee website: <http://www.ccccriculum.net/about-us/> accessed August 5, 2012.

### I. MINIMUM QUALIFICATIONS

It is the philosophy of the ASCCC and of the Academic Senate of College of the Canyons that faculty hiring procedures and guidelines provide for qualified college faculty who are experts in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the students they serve. The Board of Trustees, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Academic Senate, has an inherent professional responsibility to ensure the quality of its faculty peers through the development and implementation of policies and procedures governing the hiring process.

The Office of Human Resources, in consultation with the Academic Senate's Minimum Qualification and Equivalencies Committee and the Department Chairs, evaluates the minimum qualifications of an applicant to teach in a discipline at COC. The determination is based on the requirements determined by the Board of Governors of the California Community Colleges in consultation with the Academic Senate for the California Community Colleges (ASCCC) and published in the *Minimum Qualifications for Faculty and Administrators of California Community Colleges*, also known as the "Disciplines List." Minimum qualifications are determined for disciplines, not for courses or subject areas within disciplines, not for programs or for divisions/schools.

Disciplines are divided into 3 categories:

1. Disciplines requiring a Master's degree
2. Disciplines in which a Master's degree is not generally available
3. Disciplines in which a Master's degree is not generally available but which requires a specific Bachelor's or Associate degree.

Title 5 regulations also specify minimum qualifications for additional faculty members, including health services professionals, non-credit instructors, apprenticeship instructors, Disabled Student Programs and Services personnel, Extended Opportunity Programs and Services personnel, learning assistance and tutoring coordinators, and work experience coordinators.

The minimum qualifications for disciplines, in which a Master's degree is not generally available, are one of the following:

1. Any Bachelor's degree and two years of professional experience directly related to the faculty member's teaching assignment. Professional experience includes both work/occupational experience and teaching experience.
2. Any Associate degree and six years of professional experience directly related to the faculty member's teaching assignment. Professional experience includes both work/occupational experience and teaching experience.

#### **a) EQUIVALENCY TO THE MINIMUM QUALIFICATIONS**

The faculty in each discipline determine whether they will accept equivalencies to the minimum qualifications to teach in their discipline.

Beginning in 2015 and every five years thereafter, the discipline/department faculty will review, decide, and inform the Academic Senate whether the discipline will accept equivalencies to the minimum qualifications. These decisions will be presented to the Academic Senate at the second Academic Senate meeting of the academic year.

If a discipline needs to make a change in their acceptance of equivalencies prior to the Senate's established five-year cycle due to Board Certification or other professional requirements, such as in Nursing or Paralegal Studies, the department must make a request to the MQE Committee to make a change off cycle in the acceptance of equivalencies.

#### **b) BURDEN OF PROOF AND QUESTIONABLE MINIMUM QUALIFICATIONS**

The burden of proof, with regard to the degree and with regard to experience, is on the applicant. Clear and thorough evidence with substantiating documentation must be presented with the application for employment. The Human Resources Office will verify minimum qualifications using the published *Minimum Qualifications for Faculty and Administrators of California Community Colleges*, also known as the "Disciplines List."

Applications with questionable minimum qualifications will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If an agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

Information and links to past and current disciplines lists are available on the Academic Senate's website at [www.canyons.edu/offices/Acad\\_Sen](http://www.canyons.edu/offices/Acad_Sen).

## **II. EQUIVALENCY TO A DEGREE**

AB1725 provides for the hiring of faculty who do not meet minimum qualifications, provided that “the governing board determines that he or she possesses qualifications that are at least equivalent” (title 5, Sec 87359). The criteria and process for reaching this judgment must be determined jointly by the Board of Trustees of a Community College District and the Academic Senate (Title 5, Sec 53430).

Together, they are responsible for establishing and monitoring the process to assure its fairness, efficiency, and consistent adherence to maintaining standards. The agreed upon process includes reasonable procedures to ensure that the governing Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual faculty employed possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in the published *Minimum Qualifications for Faculty and Administrators of California Community Colleges*.

The process also requires that the Academic Senate be provided with an opportunity to present its views to the Board of Trustees before the governing board makes a determination; and that the written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358. Until a joint agreement is reached and approved, the faculty member will be bound by the minimum qualification.

The authority to determine equivalent qualifications allows College of the Canyons (COC) to hire the most qualified individuals. The standards of the disciplines list published in the Minimum Qualifications for Faculty and Administrators of California Community Colleges cannot be waived. The fact that a particular candidate is the best that the college can find does not affect the question of whether he or she possesses equivalent qualifications. Professional experience includes both work/occupational experience and teaching experience. Regardless of staffing needs, faculty must meet the minimum qualifications or equivalency. Care has been given in this document to establish guidelines for equivalent criteria and to draft a supplemental application page that elicits relevant information. Determination of equivalency must be done fairly and expeditiously while maintaining the standards of AB1725.

#### **a) CRITERIA FOR DETERMINING DEGREE EQUIVALENCY**

As per the paper, Equivalence to the Minimum Qualifications adopted by ASCCC in spring 1999 and revised spring 2016, the Academic Senate believes that faculty members must exemplify to their students the value of an education that is both well-rounded and specialized. Therefore, the Academic Senate supports the following basic principles for granting equivalency:

1. Equivalent to the minimum qualifications means equal to the minimum qualifications, not nearly equal
2. The applicant for an equivalency must provide evidence of attaining coursework or experience equal to the general education component required of an Associate or Bachelor degree
3. The applicant for an equivalency must provide evidence of attaining the skills and knowledge provided by specialized course work component required for a major in an Associate, Bachelor’s or Master’s degree



The Academic Senate has developed procedures to meet the responsibility to determine equivalencies when an applicant for a faculty position, though lacking the exact degree or experience specified in the disciplines list, nonetheless does possess qualifications that are at least equivalent. The equivalency process is, by statute, is one upon which the Board of Trustees and the Academic Senate jointly agree.

The Human Resources Office will verify equivalencies using the established equivalencies set out in this procedure. Applications with questionable equivalencies will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

To determine equivalencies for current full-time faculty when they request additional discipline assignments, applications will be sent to the Human Resources Department. Questionable applications will be sent to the MQE Committee for resolution or to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

The equivalencies established in this document will apply to new full-time and part-time faculty employees hired after June 1, 2014. Current full-time faculty employees of the district hired prior to this date are subject to prior established equivalencies. Prior part-time faculty employees will be grand-fathered under the prior equivalencies but they must meet new equivalencies starting June 1, 2014, if they have not taught in the district for three continuous years.

#### **b) EQUIVALENCY TO A MASTER DEGREE**

(Applies to disciplines in category 1 – Disciplines requiring a Master’s degree)

*Revised 2016<sup>1</sup>*

In order to establish the equivalent of a Master’s degree in a discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to a Master’s degree in a requested discipline lies with the applicant. Documentation must include the following:

An official transcript documenting successful completion of any Master’s degree from an accredited institution of higher learning AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.

An applicant who does not provide conclusive evidence in regard to all sections of an option above does not possess the equivalent of the Master’s degree in question. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for

determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses/thesis for the relevant degree but the degree has another name. A review of the transcript might show that the coursework completed is the same as the coursework required by the Master's program and establishes that an applicant does have the broad background and depth of experience to be judged equivalent to the content of the academic work of the Master's degree in question.

<sup>1</sup> On November 10, 2016, the College of the Canyons Academic Senate voted to remove the following Equivalencies that were first established in 2013: Equivalency to a Masters Option #2 • Equivalency to a Bachelors Option #3 • Equivalency to an Associates Option #3.

**c) EQUIVALENCY TO A BACHELOR DEGREE**

(Applies to disciplines in categories 2 and 3 – Disciplines in which a Master’s degree is not generally available)

*Revised 2016<sup>1</sup>*

In order to establish the equivalent of a Bachelor’s degree in a requested discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to a Bachelor’s degree lies with the applicant. Documentation of equivalency must meet the requirements of one of the following two options:

**Option 1**

The applicant must submit an official transcript documenting successful completion of 120 semester units of college coursework at an accredited institution of higher learning. The transcript must include successful completion of 60 semester units of lower division and 60 semester units of upper division coursework. Also, the transcript must include successful completion of 36 semester units of general education courses as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies* and 24 discipline-specific semester units in courses for any one discipline-specific major. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

**Option 2**

The applicant must submit an official transcript documenting successful completion of a combination of a minimum of 80 semester units of college coursework at an accredited institution of higher learning including the general education course units, as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies*, required for the Bachelor’s degree and documented and verifiable evidence of 640 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

<sup>1</sup> On November 10, 2016, the College of the Canyons Academic Senate voted to remove the following Equivalencies that were first established in 2013: Equivalency to a Masters Option #2 • Equivalency to a Bachelors Option #3 • Equivalency to an Associates Option #3.

## **General Education for the Bachelor Degree**

To meet the general education requirements for the Bachelor's degree, the applicant must include an official transcript documenting successful completion of a minimum of 36 semester units including 3 semester units in each of the following courses. A passing grade on a CLEP, IB, or AP exam are equivalent to 3 units for the related general education course. Credits by exam are acceptable.

- English Composition (Expository writing)
- Critical Thinking (e.g. Logic, Argumentation, Composition based on analytical reading)
- Oral Communications (e.g. Public Speaking, Group Communications)
- Physical Science\* (e.g. Astronomy, Chemistry, Environmental Science, Geology, Oceanography, Physical Geography, Physical Science, Physics)
- Biological/Life Science\* (e.g. Biology, Physical Anthropology)
- College Level Math (e.g. Mathematics above Intermediate Algebra)
- Fine/Performing Arts (e.g. Animation, Art, Dance, Design, Graphic Design, Music, Photo, Theater)
- Humanities (e.g. Foreign Language, Humanities, Literature, Philosophy) One course in either Fine/Performing Arts or Humanities
- One course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A second course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A third course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)

\* One of the Physical or Biological science courses above must include a laboratory.

An applicant who does not provide conclusive evidence in regard to both general education and major courses does not possess the equivalent of a Bachelor's degree. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. The applicant must show possession of the equivalent of not only specialized knowledge of a particular major, but also of the general education component. No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses/thesis for a degree but the degree was never granted. A review of the transcript might show that the coursework was completed and establishes that a candidate really does have the broad background and depth of experience to be judged equivalent to the content of the academic work of a Bachelor's degree.

#### **d) EQUIVALENCY TO AN ASSOCIATE DEGREE**

(Applies to disciplines in categories 2 and 3)

*Revised 2016<sup>1</sup>*

In order to establish the equivalent of an Associate degree in a discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to an Associate degree in a requested discipline lies with the applicant/candidate. Documentation of equivalency must meet the requirements of one of the following options:

##### **Option 1**

The applicant must submit an official transcript documenting successful completion of 60 units of college coursework at an accredited institution of higher learning. The transcript must include 15 units of general education courses as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies*. Also, the transcript must include 18 units of discipline-specific units for any one discipline-specific major. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

##### **Option 2**

The applicant must submit an official transcript documenting successful completion of a minimum of 40 units of college coursework at an accredited institution of higher learning including a minimum of 18 general education course units as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies* and required for the Associate degree and documented and verifiable evidence of 320 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

##### **Option 3**

The applicant must submit equivalencies that demonstrate they have earned general education skills and competencies through their work or other non-traditional methods. It is the responsibility of the potential faculty applicant to prepare the artifacts/evidence/documentation necessary to demonstrate achievement of 18 semester units of general education outcomes through means other than traditional classroom instruction. (One semester unit is equal to 17 hours of instruction time). The 18 semester units of general education **(GE)** are outlined in the adopted ASCCC CTE Toolkit. Additionally, the applicant must provide documented and verifiable evidence of 320 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and/or licensing programs in the requested discipline. Examples of approved training programs include, but are not limited to, those provided by labor unions, state and national certification boards, and

governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam and credits on a military transcript are acceptable.

a. Option 3 is a temporary hiring equivalency process that shall expire two years after its adoption by the College Policy Council unless extended or made permanent through the District's regular policymaking process. Option 3 may only be utilized for the hiring of adjunct instructors and only if all of the following has occurred prior to hiring:

i. An objective rubric has been developed for an academic position that enables the Office of Human Resources to clearly, adequately, and independently determine if an applicant for an advertised position has successfully satisfied the specific conditions of the stated equivalency, and

ii. The objective rubric has been formally approved by COC's MQE Committee and accepted by the Office of Human Resources as an acceptable instrument, and

iii. The Academic Senate has been notified of the approval of the approved the objective rubric.

**c. In developing objective rubrics, the MQE Committee must consult any relevant GE faculty from outside its membership to ensure all identified GE categories are vetted by related disciplinary faculty experts.**

b. When evaluating the applicant under Option 3, Administrative Procedure 7120, shall control, however, the Office of Human Resources, MQE Committee Chair and Committee Screening Chair shall collectively determine if applicants meet the equivalency and must consult with other faculty disciplinary experts related to any uncertain general education equivalency.

c. The language in Administrative Procedure 7120 Section 4.2 permitting part-time instructors to use a previously established equivalency to qualify for any future full-time hires is inapplicable to adjunct instructors hired under Option 3, unless and until future revisions to this procedure state otherwise.

<sup>1</sup> On November 10, 2016, the College of the Canyons Academic Senate voted to remove the following Equivalencies that were first established in 2013: Equivalency to a Masters Option #2 • Equivalency to a Bachelors Option #3 • Equivalency to an Associates Option #3.

### **General Education for the Associate Degree (Title 5 Section 55063(b))**

To meet the general education requirements for the Associate degree or equivalent, the applicant must include an official transcript documenting successful completion of a minimum of 18 semester units from the course categories listed below and including a minimum of 3 semester units in each of the 5 areas. A passing grade on a CLEP, IB, or AP exam are equivalent to 3 units for the related general education course. Credits by exam are acceptable.

- Natural Science (e.g. Astronomy, Biology, Chemistry, Environmental Science, Physical Anthropology, Physical Science, Physics)
- Social Sciences (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- Humanities (e.g. Art, Dance, Design, Foreign Language, Humanities, Literature, Music, Philosophy, Photography, Theater)

- English Composition (Expository writing)
- Communication and Analytical Thinking (oral communication, mathematics at minimum one level below transferable, logic, statistics, computer language and programming)

An applicant who does not provide conclusive evidence in regard to both general education and major specific courses does not possess the equivalent of the Associate degree. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. The applicant must show possession of the equivalent of not only specialized knowledge of a particular major, but also of the general education component.

No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses for a degree but the degree was never granted. A review of the transcript might show that the coursework was completed and establishes that a candidate really does have the broad background and depth of experience to be judged equivalent to the content of the academic work of an Associate degree.

### **III. CRITERIA FOR DETERMINING EXPERIENCE**

In order to establish experience, a candidate must show possession of thorough and broad skill and knowledge for each of the following:

1. Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline
2. Extensive and diverse knowledge of the working environment of the vocation.

Examples of documents in support of relevant experience might include:

- Documentation of prior teaching experience in the requested discipline.
- Employer statements or other evidence validating related work experience. In the case of self-employment, continuity of experience evidenced by presenting copies of relevant tax forms (schedule C or partnership forms) over the number of requested years.
- Documentation of apprenticeships and journeyman training.
- Examples of substantial evidence of work products that show a command of the discipline and time expended on the products.

### **IV. EQUIVALENCY COMMITTEE OF THE ACADEMIC SENATE**

#### **a) APPLICATION TO REQUEST EQUIVALENCY**

1. The *Request for Equivalency* form must be completed and attached to the application for employment together with official transcripts and/or other supporting documentation as

evidence of equivalency and submitted to the Office of Human Resources. Request for Equivalency to an Associate's Degree, to a Bachelor's Degree and to a Master's Degree forms are available on the Office of Human Resources Website:

<http://www.canyons.edu/Offices/HumanResources/Pages/minimum.aspx>

2. The Human Resources Office will verify equivalencies using the established equivalencies set out in this procedure. Applications with questionable equivalencies will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

To determine equivalencies for current full-time faculty when they request additional discipline assignments, applications will be sent to the Human Resources Department. Questionable applications will be sent to the MQE Committee for resolution or to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet

3. Decisions regarding equivalencies to the minimum qualifications for a discipline when an applicant for employment submits the application will be made prior to the hiring interview. If the discipline faculty members on the Hiring Committee do not reach a unanimous decision, the equivalency is not granted.
4. If a full-time faculty member requests an additional equivalency after hiring, a *Request for Equivalency* form will be referred to the Equivalency Committee of the Academic Senate. Official transcripts and other supporting documentation must be attached to the application and submitted to the Office of Human Resources. If the Equivalency Committee does not reach a unanimous decision, the equivalency is not granted. A determination of equivalency does not guarantee a teaching assignment in the requested discipline.
5. A determination of equivalency does not guarantee a teaching assignment in the requested discipline.



6. Decisions of the Equivalency Committee will be reported to Human Resources for a possible interview and upon hire submitted to and approved by the Academic Senate in the same way that decisions of the Curriculum Committee are submitted to and approved by the Academic Senate.
7. In all equivalency procedures, the Office of Human Resources shall inform the applicant of the decision.
8. All records involved in equivalency proceedings, regardless of whether the equivalency was granted or not, shall be confidential. At the conclusion of the equivalency determination by the Equivalency Committee, the *Request for Equivalency* form and all supporting documents shall be returned to the Office of Human Resources.

**b) COMMITTEE MEMBERSHIP**

1. All faculty members serving on the committee shall be contract faculty.
2. Members of the committee will participate in annual training to take place at the first meeting of each academic year.
3. Members of the committee will review the Administrative Procedures of the Minimum Qualifications and Equivalencies (AP 7121) each spring term of the academic year.
4. All decisions of the Equivalency Committee will be made by vote of its members. A vote will not take place unless a quorum, as established by a majority of its members, is present.
5. The committee will have one faculty representative from each division/school. The Equivalency Committee may consult with discipline faculty for the requested discipline if no faculty member from the division/school where the discipline resides serves on the Equivalency Committee.
6. The committee will have two non-voting members from the Human Resources Office.

7. A full-time faculty member seeking an equivalency must abstain from deliberating on the determination of that equivalency if the faculty member making the request serves on the Equivalency Committee. In such a case, the committee must request an alternate faculty member from the division, which the faculty member represents on the committee.
8. The Committee will meet at least once a month during the fall and spring semesters, the date and time to be determined by the members of the committee.
9. A unanimous decision of the quorum (defined as 50%+1) must be reached by the Equivalency Committee or the equivalency is not granted. A member of the Committee who is not present when a *Request for Equivalency* form is reviewed forfeits his or her right to vote. Voting will take place at the scheduled monthly committee meetings, however, in the event when a timely vote must take precedence, voting may take place by email.

#### **c) APPEAL PROCEDURE FOR CONTRACT FACULTY ONLY**

If a contract faculty member applies for equivalency for an additional discipline disagrees with the decision, the applicant may appeal by submitting new written documentation or clarifications to the Equivalency Committee. This appeal must be submitted within 15 contract days after the applicant has received notification of the committee's decision. The applicant may make an oral statement explaining this new material to the committee at its next scheduled meeting. The committee will deliberate again without the applicant present and the committee's decision shall be final. If a unanimous decision cannot be reached, the equivalency is not granted and the appeal process ends.

#### **d) RE-APPLICATION PROCEDURE**

If a current full-time or part-time faculty was denied an equivalency in the past but has after one academic year since completed additional coursework and/or possesses new supporting documentation, the applicant may re-apply for the equivalency. This is not an appeal; this is a re-application because of the time elapsed since the last equivalency decision. The Equivalency

Committee will review any and all records involved in past considerations of equivalency for that particular applicant, along with the new supporting documentation. Faculty members may not re-apply unless there is new coursework and/or new supporting documentation. The re-application process is subject to the appeal procedure.

#### **SOURCES**

1. Minimum Qualifications for Faculty and Administrators in California Community Colleges 2016 (CCCCO publication, 2016)  
<http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2016-Minimum-Qualifications-Report-ADA.pdf>
2. Equivalence to the Minimum Qualifications (ASCCC publication, 2016)  
<http://www.asccc.org/papers/equivalence-minimum-qualifications-1>
3. ASCCC Curriculum Committee website: <http://www.ccccurriculum.net/about-us/>  
accessed August 5, 2012.

Revised May 2017

**2022/2023 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS**

<b>Academic Senate &amp; Curriculum Committee Meetings 2022/2023 – OPTION #1</b>					
<b>Fall 2022</b>			<b>Spring 2023</b>		
<i>Meetings occur on Thursdays in BONH 330 (3:00 pm to 5:00 pm)</i>					
<i>The Chancellors office recommends a Thursday or Friday to honor Veteran's Day</i>					
Month	Meeting	Date	Month	Meeting	Date
August	Senate Retreat	Aug. 25	February	Senate 8	Feb. 09
September	Curriculum 1	Sept. 01		Curriculum 8	Feb. 16
	Senate 1	Sept. 08		Senate 9	Feb. 23
	Curriculum 2	Sept. 15	Curriculum 9	March 02	
	Senate 2	Sept. 22	Senate 10	March 09	
	Curriculum 3	Sept. 29	Curriculum 10	March 16	
October	Senate 3	Oct. 06	March	Senate 11	March 23
	Curriculum 4	Oct. 13		Curriculum 11	March 30
	Senate 4	Oct. 20	April	No Meeting - Spring Break	April 06
Curriculum 5	Oct. 27	Senate 12		April 13	
November	Senate 5	Nov. 03		Curriculum 12	April 20
	Curriculum 6	Nov. 10		Senate 13	April 27
	Senate 6	Nov. 17		Curriculum 13	May 04
December	No Meeting - Thanksgiving	Nov. 24	Senate 14	May 11	
	Curriculum 7	Dec. 01	Curriculum 14	May 18	
	Senate 7	Dec. 08	May	Senate 15	May 25

**2022/2023 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS**

<b>Academic Senate &amp; Curriculum Committee Meetings 2022/2023 – OPTION #2</b>					
<b>Fall 2022</b>			<b>Spring 2023</b>		
<i>Meetings occur on Thursdays in BONH 330 (3:00 pm to 5:00 pm)</i>					
<i>The Chancellors office recommends a Thursday or Friday to honor Veteran's Day</i>					
Month	Meeting	Date	Month	Meeting	Date
August	Senate Retreat	Aug. 25	February	Senate 8	Feb. 09
September	Curriculum 1	Sept. 01		Curriculum 8	Feb. 16
	Senate 1	Sept. 08		Senate 9	Feb. 23
	Curriculum 2	Sept. 15	Curriculum 9	March 02	
	Senate 2	Sept. 22	Senate 10	March 09	
	Curriculum 3	Sept. 29	Curriculum 10	March 16	
October	Senate 3	Oct. 06	March	Senate 11	March 23
	Curriculum 4	Oct. 13		Curriculum 11	March 30
	Senate 4	Oct. 20	April	No Meeting - Spring Break	April 06
Curriculum 5	Oct. 27	Senate 12		April 13	
November	Senate 5	Nov. 03		Curriculum 12	April 20
	Curriculum 6	Nov. 10		Senate 13	April 27
	Senate 6	Nov. 17		Curriculum 13	May 04
December	No Meeting - Thanksgiving	Nov. 24	Senate 14	May 11	
	Senate 7	Dec. 01	Curriculum 14	May 18	
	Curriculum 7	Dec. 08	May	Senate 15	May 25



## **AP 4024      Substitute Instructors**

### **Definitions**

**Instructor of Record:** The faculty member who the Santa Clarita Community College District (District) has assigned to regularly teach a particular class during a given term.

**Substitute Instructor:** An instructor assigned by the District to assume, on a short-term basis, all the duties of an Instructor of Record with respect to a designated class.

### **Appointment of a Substitute Instructor for a Synchronous Class Meeting Taught by a Traditional or Distance Education Modality**

The District shall provide a Substitute Instructor for a synchronous class meeting starting with the Instructor of Record's second absence during the same term, except that the District will provide a Substitute Instructor upon the Instructor of Record's first absence when:

- a. The Instructor of Record is absent from the first-class meeting; or
- b. The class from which the Instructor of Record is absent meets synchronously only once a week; or
- c. The class from which the Instructor of Record is absent is a "short term" class; or
- d. The Instructor of Record provides the District at least fourteen (14) days advance notice of an intent to be absent; or
- e. The Instructor of Record's absence is necessitated by service on a selection committee for interviews; or
- f. The Instructor of Record will be absent from a laboratory class; or
- g. the relevant school dean determines that the class meeting from which the Instructor of Record will be absent must proceed as scheduled due to, for example, the administration of critical testing required for student licensing or credentialing that cannot be delayed, and similar extraordinary and atypical reasons; or
- h. The class from which the Instructor of Record will be absent is a dual enrollment class offered pursuant to a College and Career Access Pathways partnership agreement, as authorized by California Education Code section 76004, et seq., to which the District is a party; or
- i. The failure to provide a Substitute Instructor would cause the actual "Total Course In-Class (Contact) Hours" for students enrolled in the class to fall below the minimum number of hours required by law.

### **Appointment of a Substitute Instructor for Classes Taught Entirely Asynchronously**

The District shall provide a Substitute Instructor for a class taught entirely asynchronously only when the Instructor of Record (1) takes a District-approved leave of absence for a period of three or more consecutive business days and (2) requests that a Substitute Instructor be appointed. The Substitute Instructor's appointment shall end when the Instructor of Record is no longer on a District-approved leave of absence.

The relevant school dean may also appoint a Substitute Instructor, if the Instructor of Record is absent from a class taught entirely asynchronously, regardless of the length of the absence and without the Instructor of Record's request, if the dean determines that the appointment is necessary for the administration of critical testing required for student licensing or credentialing that cannot be delayed, and for similar extraordinary and atypical reasons.

### **Substitute Instructor Qualifications, Selection, and Duties**

All individuals selected to serve as a Substitute Instructor must be entitled to teach the class, pursuant to the law and District policy and procedure, to which they are assigned. The Office of Instruction shall be responsible for selecting a Substitute Instructor but shall rely primarily upon the recommendation of the relevant department chair (or designee) in consultation with the Instructor of Record and school dean. When recommending an individual to serve as a Substitute Instructor, the department chair (or designee) shall, whenever reasonably appropriate, consider the following:

- a. whether the Substitute Instructor has previously served as Instructor of Record for a section of the course to which that Substitute Instructor would be assigned; and
- b. whether the Substitute Instructor is likely to be available to serve in that capacity regularly during a term in which the Instructor of Record is reasonably expected to be absent intermittently or for a lengthy time period, for the purpose of minimizing the disruption caused by use of different substitute instructors in the same class during the same term.

If the Office of Instruction is unable to secure the service of an existing District employee as a Substitute Instructor, the school dean shall advise the relevant department chair.

In addition to any leave notification required by any collective bargaining agreement to which the District is a party, regularly-assigned instructors are encouraged to assist in the orderly provision of a substitute instructor for their classes by communicating a planned, known, or anticipated absence to the Office of Instruction as far in advance of the absence as reasonably possible.

To the extent practicable and reasonable, Instructors of Record are encouraged to assist in the orderly appointment of a Substitute Instructor for their classes by communicating relevant, significant course-related information to the school dean and/or the Substitute Instructor on matters such as course content, upcoming assignments, lesson plans, and the like.

The District expects Substitute Instructors to provide the same quality instruction that the District expects of Instructors of Record. Substitute Instructors shall, to the extent practicable given the extent of notice of the assignment and the guidance and materials provided by the Instructor of Record, the chair of the corresponding academic department, and/or the Dean of the relevant school, provide instruction to students, synchronously or asynchronously, as applicable, regarding the course material that the Instructor of Record intended to cover had they been present and complete all other duties of an Instructor of Record (i.e., making assignments and grading work

completed by students, responding to student questions presented face-to-face, telephonically, or via digital communication, etc.).

### **Collective Bargaining Agreements**

The requirements of this procedure are not intended to conflict with any term of a collective bargaining agreement to which the District is a party and to the extent a conflict exists, either at the time of this procedure's adoption or thereafter, the terms of the collective bargaining agreement shall control.

Reviewed by Academic Senate XX/XX/2022

Reviewed by CPC XX/XX/2022





## **Academic Senate for College of the Canyons STANDING POLICY Remote Attendance of Senate Meetings**

### **Presidential Discretion**

The Academic Senate President is vested with sole discretion to grant a request by Senators to attend Senate meetings from a physical location other than the primary meeting location listed at the top of the Senate's published agenda, generally Bonelli Hall, Room 330 ("Remote Location"). Although the Senate encourages its President to exercise this discretion liberally when an applicant satisfies the requirements of this Senate Standing Rule, the Academic Senate President's primary concern shall be the timely and orderly operation of the Senate.

The Ralph M. Brown Act ("The Brown Act") precludes the Academic Senate from counting Senators who attend a Senate meeting from a Remote Location outside of the geographic boundaries of the Santa Clarita Community College District (District) from its quorum determination. Thus, the Academic Senate President may permit no more than two Senators to attend any single Senate meeting from a Remote Location outside of those boundaries. Priority for those two allowances will normally be determined in sequential order by date and time that an otherwise valid request is submitted, subject to the Academic Senate President's sole discretion to deviate from this method of determining priority for good cause.

The Senate anticipates that the Academic Senate President will deny requests for remote attendance upon determining, without limitation, that approval would, or foreseeably and reasonably could, (1) cause the Senate to fail to achieve an operating quorum under the Senate's By-Laws and/or Constitution, (2) jeopardize the orderly operation of the Senate meeting, or (3) violated The Brown Act.

The Senate President may revoke an approved request to attend a Senate meeting remotely for any reason upon which the request may have been reasonably denied in the first instance.

### **Technological Requirements**

Senators attending a Senate meeting remotely, whether from inside or outside of the District's geographic boundaries, must utilize an electronic device, which the Senate will not provide, that is connected to the internet-based, teleconferencing platform made available by the District for use by the Senate (generally Zoom.us). Senators shall take reasonable steps to ensure that their devices remain connected by audio to the approved platform throughout the entire Senate meeting. Senators attending remotely are encouraged, but not required, to participate via video when technologically possible. The Academic Senate President shall have limited discretion to disable a remotely-attending Senator's audio or video connection to the Senate meeting, or entirely

disconnect the remotely-attending Senator's device from the Senate's teleconferencing platform, if reasonably necessary to protect the orderly operation of the meeting.

The Academic Senate President may grant explicit permission, in advance of a Senate meeting, for a remotely-attending Senator to attend a Senate meeting using technology other than the Senate's teleconferencing platform, such as a telephone-to-telephone audio connection, upon articulated good cause. However, remote participation by means other than the Senate's internet-based teleconferencing platform is discouraged and disfavored.

### **The Remote Location and Agenda Posting Requirements**

Any Senator applying to attend a Senate meeting remotely:

- (1) Represents to the Senate that he, she, or they will attend from a fixed, physical location (i.e., no cars, trains, airplanes, or the like) that will remain conspicuously open to in-person participation in the Senate meeting by audio technology from that location by members of the public throughout the entirety of the Senate meeting ("Remote Location"); and
- (2) Acknowledges that the full U.S. postal address of the Remote Location will appear on the publicly-available Senate agenda; and
- (3) Pledges that he, she, or they will post the applicable Senate agenda at least 72 hours in advance of the start of the Senate meeting near the Remote Location in a place that is open to public view 24 hours a day; and
- (4) Pledges to the Senate that he, she, or they will not attend from a Remote Location other than one that he, she, or they proposed to the Academic Senate President when seeking permission for remote attendance.

### **Remote Participation**

Senators attending a Senate meeting remotely shall (1) be physically present at the Remote Location during the entirety of the Senate meeting, (2) make themselves heard audibly when voting or otherwise speaking, and (3) mute their audio unless speaking to avoid disruption of the meeting,

### **Procedures**

Senators applying for permission to attend a Senate meeting remotely must email a completed and signed "Application for Remote Attendance" form ("Remote Attendance Form") to the Academic Senate President and the Senate's Administrative Assistance no later than 5:00 p.m. six days preceding the day of the Senate meeting that the Senator seeks to attend remotely (not counting the day of the Senate meeting itself). For a regularly-scheduled Thursday meeting, this deadline would be 5:00 p.m. on the preceding Friday.

The Remote Attendance Form shall be available to Senators on the Academic Senate's website. It shall require that applicants provide, without limitation, (1) a complete U.S. postal service address,

including any applicable room/unit/office number or description, of the Remote Location, (2) a representation as to whether the Remote Location is physically located inside the boundaries of the Santa Clarita Community College District, (3) the dates of the Senate meetings that the applicant will attend from the Remote Location, and (4) an express statement acknowledging that the applicant has read, understands, and will comply with all applicable requirements of The Brown Act and this Senate Standing Rule.

The Remote Attendance Form may be signed electronically.

The Senate shall retain all submitted Remote Attendance Forms for the time required by the District's document retention policy.

A Senator who has submitted a Remote Attendance Form shall notify the Academic Senate President and the Senate's Administrative Assistant if the Senator has subsequently decided not to attend a Senate meeting from an approved Remote Location.

Permission to attend an Academic Senate meeting remotely must be expressly granted and may not be presumed from silence or delay in response to the submission of a Remote Attendance Form.

## STUDY ABROAD COUNCIL

A Subcommittee of the Academic Senate

### Operating Procedures

#### **Mission**

The Study Abroad Council is designed to provide students who enroll in related and appropriate courses opportunities to broaden their knowledge of, and exposure to, other people and cultures. Students who participate in this program will experience cultures, places, and ideas first-hand while acquiring knowledge and skills for living in an interdependent and culturally diverse world.

The Study Abroad Council supports faculty to develop study abroad programs that offer students the opportunity to experience cultures, places, and ideas first-hand while completing college courses.

#### **Purpose**

The purpose of the Study Abroad Council is to achieve the following:

- a. Review, evaluate and recommend for approval proposed study abroad courses/programs
- b. Guide program development and expansion
- c. Assist in development of processes to encourage and facilitate faculty and student involvement in study abroad opportunities across departments and divisions
- d. Generate strategies to effectively cover course content in non-traditional environments
- e. Develop opportunities to increase study abroad awareness on campus
- f. Promote interdisciplinary approaches to study abroad programs
- g. Serve as a resource to ensure the success of study abroad projects
- h. Assist with assessing needs, acquiring support, and evaluating study abroad activities
- i. Train/ mentor new faculty teaching abroad
- j. Ensure adherence to the guidelines of the Standards of Good Practice
- k. Ensure adherence to the Responsible Education Abroad: Best Practices for Health, Safety and Security.
- l. Promote student success, cultural competencies, and completion through study abroad

- m. Assess student's academic, inter-cultural and personal development outcomes through institutional measures and metrics

## **Membership**

Membership will consist of the following:

- a. Five to seven Faculty Members
- b. One Faculty Co-Chair (considered one of the members)
- c. One Administrative Co-Chair (Instructional Dean)

All faculty appointments shall be made by the Academic Senate President in consultation with the Faculty Co-Chair to ensure programmatic continuity and success. All faculty appointments are for one year terms to commence in the fall semester of each academic year. The CIO will designate an instructional Dean to serve as Administrative Co-Chair.

The Council reserves the right to appoint faculty liaisons to coordinate programmatic planning and outcomes with other campus groups. Liaisons may be existing voting members or additional nonvoting members. All faculty liaisons shall be appointed by the Academic Senate President in consultation with the Council's Faculty Co-Chair.

## **Voting Rights**

- a. Recommendations and decisions will be based on the majority vote, including co-chairs
- b. Recommendations and decisions will be based on a quorum of active members ("active" is defined as missing no more than two meetings per semester)
- c. While alternates may attend in place of members, voting rights are reserved to the appointed member, except when there is an approved proxy to vote

## **Meetings**

- a. The Council will meet once per month during the fall and spring semesters
- b. Council members will discuss meeting dates for each semester
- c. Additional meetings dates may be added, if necessary
- d. Meeting agendas and summaries will be posted in the COC Committee Website

## **Procedures**

- a. There will be a faculty co-chair that will be appointed by the academic senate president for a two-year term
- b. The administrator co-chair will be the college's CIO or a designee
- c. Agenda items are set by co-chairs with the previous input from committee members
- d. Only appointed members will have voting rights concerning proposal review processes and functions
- e. Council members will share the responsibility of taking minutes
- f. The Council will make decisions based on a majority vote
- g. All members of the Council will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider students and the college and not just the constituent group that the member represents.

### **Attendance**

- a. It is the responsibility of the Council member to notify a co-chair when he/she is unable to attend a scheduled meeting
- b. If a member of the Council is unable to attend a meeting, he/she may have another faculty member attend in his/her place
- c. A Council member shall not miss more than two (2) meetings per semester

### **Study Abroad Program Guidebook**

The Council shall develop and maintain a Study Abroad Program Guidebook. The purpose of the Guidebook is to provide detailed programmatic guidelines for instructional study abroad practices and serve as a detailed supplement to these operating procedures.

## Academic Senate Senator ending terms for Spring 2022

### Full-Time Faculty School/Division Senator 2021-2022

Name	School	Term
Peter Hepburn	Learning Resources	7/1/20 – 6/30/22
Marco Llaguno	Humanities	7/1/20 – 6/30/22
Lisa Hooper	Curriculum	7/1/20 – 6/30/22

### Adjunct Senator Faculty

Name	School	Term
Aaron Silverman	Adjunct Faculty	7/1/20 – 6/30/22
Lauren Rome	Adjunct Faculty	7/1/20 – 6/30/22

**Faculty Receiving Tenure for Spring 2022  
FY 2021-2022**

	<b>Last Name</b>	<b>First Name</b>	<b>Department</b>
5	Kaminsky	Adam	Comm. Studies
2	Chung	Christina	Business
13	Stears	David	Theater
12	Seubert	Erica	Biology
11	Rieck	Garrett	Non-Credit
10	Quire	Gary	Business
3	Dotter	Heather	Nursing
14	Thompson	Jennifer	Librarian
4	Goodman	Jeremy	Mathematics
9	Patrich	Jeremy	Geography
8	Miura	Kristi	Nursing
1	Breshers	Sara	Librarian
6	Lane	Shaunasey	Nursing
7	Law	Tony	Counseling