



College of the Canyons Academic Senate

September 8, 2022

3:00 p.m. to 5:00 p.m.

Hybrid Format, via Zoom & in-person in Mentry-343

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjIjPUT09>

Meeting ID: 979 1749 5774 Passcode: 724800

One tap mobile +16694449171, US+16699009128, US (San Jose)

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 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 or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:

Academic Senate Sub-Committee List	SU 22 & FA 22 Selection Committees (pg. 3)
Collegial Committee List	Tenure Committee 2022-2023 list (pg. 3)
Operational Committee List	Advisory Committee for Teaching Incarcerated Students (pg. 4)
Mireya Milian, Lead Adjunct Senator (Term: 7/1/22-6/30/24)	

5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar

Academic Senate Retreat Summary, August 25, 2022 (pg. 5-8)	Program Viability Committee <ul style="list-style-type: none">• Meeting Calendar for 2022-23 (pg. 9)• Program Initiation and Proposal for a new Department: Diagnostic Medical Sonography
Curriculum Committee Summary, September 1, 2022	
Updated Seniority List 2022-2023	

B. Reports

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

1. Policy Committee Annual Chair Report, Gary Collis (pg. 10-13)
2. Academic Senate Presidents Report, David Andrus

C. Action Items

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

1. Alene Terzian, Academic Senate DEI liaison (Term: 7/1/22-6/30/23)

D. Discussion

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

1. Online Schedule, David Andrus & Dr. Omar Torres
2. Self Service/Student Registration Process/Waitlist, David Andrus (pg. 14)
3. ASCCC OERI Report and Discussion, David Andrus & Jennifer Paris (pg. 15)

E. Unfinished Business

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

1. Academic Integrity Taskforce
2. CTE Toolkit Rubrics
3. Academic Senate Survey
4. Climate Survey

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 Fall 2022: Sept. 22nd, Oct. 6th, Oct. 20th, Nov. 3rd, Nov. 17th, Dec. 8th, 2022.
- [ASCCC Fall 2022 Plenary Session-Hybrid Event](#), Nov. 3rd – 5th, 2022, The Sheraton Grand Sacramento

H. Adjournment

The teleconference is accessible through the following link:

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1. Canyon Country Campus, Don Takeda Science Center, located at 17200 Sierra Highway, Santa Clarita CA. Office #CCLV-336
2. 1117 Walnut Street, Inglewood, CA 90301
3. 6405 SW Puppy Place, Bentonville, AR.

Fall 2022 Selection Committee list

First Name	Last Name	FTF/Adjunct
Andrew	Jones-Cathcart	FTF
Sab	Matsumoto	FTF
Peter	Hepburn	FTF
Juan	Buriel	FTF
Lauren	Yeh	FTF
Stephanie	Lee	FTF

Fall 2022 Tenure Committee

First Name	Last Name	FTF/Adjunct
Anh	Vo	FTF
Anna Jane	Almeda	FTF
Anne	Marenco	FTF
Charlie	Johnson	FTF
Erica	Seubert	FTF
Erik	Altenberg	FTF
Gary	Quire	FTF
Gary	Sornborger	FTF
Graciela	Martinez	FTF
Heidi	McMahon	FTF
Hencelyn	Chu	FTF
Miriam	Golbert	FTF
Pamela	Williams-Paez	FTF
Regina	Blasberg	FTF
Robert	Wonser	FTF
Sylvia	Duncan	FTF

Advisory Committee for Teaching Incarcerated Students

First Name	Last Name	FTF/Adjunct
Arshia	Malekzadeh	Adjunct
Chad	Peters	FTF
Elizabeth	Mackey	Adjunct
Garrett	Rieck	FTF
Heidi	McMahon	FTF
Justin	Hunt	FTF
Karith	Meyers	Adjunct
Kelly	Spillman	Adjunct
Marcy	Calnan	Adjunct
Mary	Bates	FTF
Melissa	Bradman	Adjunct
Pamela	Williams-Paez	FTF
Patricia	Lara	Adjunct
Sandra	Zamudio	Adjunct
Tara	Williams	FTF
Theresa	Reed	Adjunct
Todd	Fatta	Adjunct

Academic Senate Retreat Meeting Summary for August 25, 2022

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Jennifer Thompson	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	VACANT		At Large Senator	Ambika Silva	X
Curriculum Chair	Tricia George	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-MSE Senator	Shane Ramey <i>via Zoom</i>	X	At Large Senator	Benjamin Riveira	X
MSHP-HPPS Senator	Tammy Bathke <i>via Zoom</i>	X	Adjunct Senator	Arshia Malekzadeh	X
VAPA Senator	David Brill	X	Adjunct Senator	Jesse Vera	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Mireya Milian	
Humanities Senator	Mike Harutunian	X			
Kinesiology/Athletics Senator	Phil Marcellin	A			
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members			
Dr. Omar Torres	X	Jeff Gregor	A
Marilyn Jimenez	X	Jason Burgdorfer (COCFA President)	A
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Jesse McClure	X

Guest							
Anzhela Grigoryan	X	Dr. Kathy Bakhit	X	Jennifer Smolos	X	Michael Felix	X
David Stevenson	X	Dustin Silva	X	Jessie Crowley	X	Nadia Cotti	X
Dianne Avery	X	Erika Torgeson	X	John Eric Pearce	X		X

A. Routine Matters

1. Call to order: 3:04 p.m.
2. Public Comment
 - Special thanks to Dr. Omar Torres for providing food and refreshments.
 - Suggestion to add the process for authorizing students to “add” as discussion on the agenda. There are challenges to the self-service registration system. This suggestion was widely supported.
 - Garrett Rieck has a full Non-Credit committee and three adjunct reps. Looking for one more adjunct rep. and a full-time FTF transfer discipline rep.

- There was a question regarding when the Senate will add as a discussion item regarding the categorization of the OnlineLIVE modality. This discussion is primarily a COCFA discussion and there is no planned follow up discussion from Senate leadership. David will talk to Jason Burgdorfer to see if any follow up discussion is warranted.
 - Justin McClaire introduced himself as the ASG new student trustee.
3. Approval of the Agenda
 - Motion to approve by Rebecca Shepherd, seconded by Mike Harutunian. Unanimous. Approved.
 4. Committee Appointments:
 - Selection Committee appointments (pg. 3)
 - Tenure Committee appointments (pg. 3)
 5. Sub-Committee Summaries: Senate Executive Committee May 19, 2022 (pg. 10-12)
 6. Approval of the Consent Calendar
 - a. Academic Senate Summary, May 26, 2022 (pg. 4-9)
 - I. Motion to adopt the consent calendar by Lisa Hooper, seconded by Ambika Silva. Tammy Bathke abstained. Approved.

B. Presidents Report, David Andrus

- A. BONH-330 & MENH -343: Special thanks to Shawn Irwin for helping to set up the first Senate meeting in hybrid format in MENH-343. Research is being done to identify a large conference room to host Academic Senate meetings. The Senate has outgrown BONH-330. The HyFLEX technology ordered for BONH-330 is still pending.
- B. All senators and attendees to the retreat introduced themselves.
- C. Lead Adjunct Senator: Will use random.org to determine the lead adjunct senator, if necessary.
- D. Collegial Celebration: The celebration was successful and Michael Dermody hosted it. This event will be scheduled again in SP 23.
- E. NEW! Communications Officer: This position will be a voting member of the Senate and will require a call for nominations. The job description is in the bylaws and responsibilities. The specific duties can be agreed upon and discussed with the Senate President. Importantly, this person will oversee the Senate Newsletter which will serve as an opportunity to highlight faculty projects and instructional efforts. Additional leadership opportunities are available if the elected member so chooses to take them on.
- F. Update on Senate COCFA Joint taskforce for full-time tenure and track-faculty evaluations: This taskforce does not just the review the Tenure forms but the entire evaluation process. The taskforce will continue to solicit faculty input throughout the process. Tenure committee training could result upon completion of the work of the taskforce.
- G. Academic Integrity Taskforce: This is headed by Shane Ramey. Much was learned during the pandemic however plagiarism and academic dishonesty does go on in an online environment. The taskforce is exploring strategies and approached to mitigate academic dishonesty.

C. Action Items

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

1. Part-Time MQE Summer 2022 (pg. 13-14)
 - I. Motion to approve by Jesse Vera, seconded by Gary Quire. Unanimous. Approved.
2. ISA MQ list for Academic Senate Spring 2022 (pg. 15-22)
 - I. Motion to adopt by Reginal Blasberg, seconded by Rebecca Shepherd. Unanimous. Approved.
3. ISA MQ list for Academic Senate Fall 2021 (pg. 23-24)
 - I. Motion to adopt by Mike Harutunian, seconded by Erica Seubert. Unanimous. Approved.

4. ISA MQ list for Academic Senate Winter 2022 (pg. 25)

- I. Motion to adopt by Dave Brill, seconded by Garret Hooper. Unanimous. Approved

D. Discussion

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

1. Brown Act/Public Health Update and Robert's Rules of Order

- I. The Brown Act applies to many government offices and the Senate. The Senate's obligation to adhere to Brown is founded in a previous administrative legal opinion from the State attorney general's office. This is now uniformly accepted. Voting members have the right to zoom in but we are not operating under traditional pre-pandemic Brown Act provisions. As such, the publication of all teleconferencing locations is required, among other Brown Act requirements. The Senate is using a Google form to determine who will teleconference. The google form is on the AS homepage. Anyone teleconferencing in from CCC needs to post the agenda outside their office door. If you are out of district you will not count toward quorum, but can vote on agenda items if quorum is met. Out of district Senators cannot hold a proxy, but may solicit a proxy in case of their absence from a meeting. A proxy does not have to be member of the Senate. Voting Senators can only hold one proxy. There is a need for a new parliamentarian.

2. Senate Meeting Processes

- a. Academic Senate Standing Policy on Remote Attendance of Senate Meetings

- I. David facilitated this discussion.

3. Responsibilities of the Academic Senate (10+1) and more

- a. Senator Responsibilities/School Meetings

- I. It was mentioned that David has been an incredible promoter of adjuncts and the Adjunct Advisory Council. Adjuncts are a critical part to the campus as many classes could not be offered where it not for adjunct. David facilitated a review of Senate duties under the 10+1 framework, including our stated duties as itemized in the Senate's Bylaws.

4. Faculty offices

- It was clarified that faculty are allowed to paint their offices. Sharlene Coleal's Desk Policy Procedure will be reviewed for any additions. In particular, there is a need to set a moving (vacate) timeline for faculty who participate in the office lottery shuffle. Could the district implement a procedure where faculty take the responsibility to paint their offices a different color? Both CCLB 329 and 330 are being used as drop-in/swing office space for those faculty that have their offices at Valencia but also teach sections at CCC. There is also a need for a drop-in/swing office space at Valencia.
- The current adjunct space at Valencia campus is inadequate. The goal is to have some clustering of disciplines (over time) so that people can be with their peers. David will meet with Dr. Torres and Dr. Medlin to discuss how the lockers at CCLB can be used by faculty to store items.

5. Academic Senate Survey

- This item was tabled.

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2. 28577 Shenandoah Drive, Lake Arrowhead, CA. 91321

Program Viability Agenda Items Due Calendar

All meetings are scheduled every other Thursday from 10:00am – 11:30am

*Note: All agenda items are due the Friday of the week before the scheduled meeting. All agendas will be posted the Monday of the week of the meeting by 10:00am in order to be in compliance with the Brown Act.

Fall 2022

Meeting Dates	Agenda Items Due By 9:30am	Agenda Posted
September 1, 2022	August 29, 2022	August 29, 2022
September 15, 2022	September 12, 2022	September 12, 2022
September 29, 2022	September 26, 2022	September 26, 2022
October 13, 2022	October 10, 2022	October 10, 2022
October 27, 2022	October 24, 2022	October 24, 2022
November 10, 2021	October 7, 2022	November 7, 2022

POLICY REVIEW COMMITTEE
A Subcommittee of the Academic Senate

**Committee Report to the Academic Senate for the
2022-2023 Academic Year**

COMMITTEE MEMBERS

Gary Collis, Chair
Christina Chung
Garrett Hooper
Michael McCaffrey
Lori Marie Rios
Erica Seubert
Rebecca Shepherd

MEETING DATES AND TIMES

- Thursdays 2:00 p.m. to 3:00 p.m. (Senate Meeting Thursdays)
- Thursdays 2:00 p.m. to 3:30 p.m. (Other Thursdays)

BRIEF BACKGROUND ON COMMUNITY COLLEGE POLICYMAKING

The California Education Code establishes The Board of Governors of the California Community Colleges and requires that it “[e]stablish minimum standards” on a wide range of topics pertaining to the operation of community colleges. (Educ. Code § 70901.) The code also requires that *local* governing boards of community college districts “establish rules and regulations not inconsistent with” the Board of Governor’s regulations. (Educ. Code § 70902, subd. (a)(2).) Thus, local policies must be created relating to, for example, approval of instruction and education programs, academic standards, graduation requirements, and employment practices. (See Educ. Code § 70902, subd. (b)(2)(3) & (4).)

Of particular importance to the Academic Senate is the Education Code’s requirement that the Board of Trustees (“BOT”) of the Santa Clarita Community College District (“District”) “[e]stablish procedures ... to ensure faculty ... the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.” Adding “meat to the bones,” Title 5, sec. 53203(a) requires that the District “adopt policies for appropriate delegation of authority and responsibility to” its academic senate which “at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate” on “academic and professional matters,” defined to include (1) curriculum, (2) degree and certificate requirements, (3) grading policies, (4)

educational program development, (5) standards or policies regarding student preparation and success, (6) district and college governance structures, as related to faculty roles, (7) faculty roles and involvement in accreditation processes, including self-study and annual reports, (8) policies for faculty professional development activities, (9) process for program review, (10) processes for institutional planning and budget development, and (11) other matters mutually agreed upon. (See CCR § 53200(c).)

“COLLEGIAL CONSULTATION” BETWEEN THE DISTRICT AND ACADEMIC SENATE

The District’s Board Policy (BP) 2200 recognizes the BOT’s duty to “[e]stablish policies that define the institutional mission and set prudent, ethical and legal standards for college operations.”

BP 2410 states that: “The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction. The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities.”

Unlike BPs, Administration Procedures (AP) are “statements of method to be used in implementing Board Policy.” (BP 2410). An AP may be issued by, and revised by, the Chief Executive Officer (CEO), if consistent with the intent of a BP. (BP 2410).¹

In compliance with the District’s legal duty to adopt policies allowing for collegial consultation with faculty on academic and professional matters, the District has adopted Board Policy 7215, which identifies those “academic and professional matters” on which the District will “rely primary” on the Academic Senate’s advice and those on which the BOT and the Academic Senate have agreed to “mutually consent.”

THE POLICY REVIEW COMMITTEE’S FUNCTION

The Academic Senate has exercised its authority under its constitution to create a subcommittee, i.e., the Policy Review Committee (“PRC”). A primary function of the PRC, as outlined in the committee’s procedures, is to make “recommendations regarding policies to the Academic Senate.” The PRC’s role is “largely ... advisory and developmental” and, consequently, “all resulting work product must receive approval of the representative Academic Senate.”

POLICIES/PROCEDURES THAT THE COMMITTEE SUBMITTED TO THE SENATE

¹ California law allows the BOT to delegate its powers to the CEO “or any other employee or committee as the governing board may designate” except where expressly prohibited by law. (Educ. Code § 70902(d).) COC has granted authority to create APs to the CEO alone. However, COC’s Decision-Making Guide states that the College Policy Council (CPC) “[e]nsures that proposed ... procedures are consistent with external law and policy” and serves as a “[c]learinghouse for all ... procedure changes recommended by” campus actors and/or constituencies. But, CPC’s Operating Procedures confirm that “CPC does not endorse APs”

DURING THE 2021/2022 ACADEMIC YEAR

1. BP/AP 4010 (Academic Calendar)
2. BP/AP 3725 (Information and Communication Technology Accessibility & Acceptable Use)
3. BP 4220 (Standards of Scholarship)
4. BP 4025 (Philosophy and Criteria for Associate Degree and General Education)
5. AP 4105 (Distance Education)
6. AP 4102 (Career and Technical Education Programs)
7. BP/AP 5700 (Athletics)
8. BP/AP 5110 (Counseling)
9. BP/AP 4110 (Honorary Degrees)
10. BP 7215 (Academic Senate Participation in Collegial Consultation)
11. AP 4222 (Remedial Coursework)
12. BP/AP 4070 (Course Auditing and Auditing Fees)
13. AP 4024 (Substitute Instructors)

POLICIES/PROCEDURES PRESENTLY ON THE COMMITTEE'S AGENDA

1. AP 4022 (Course Approval)
2. BP/AP 4100 (Associate Degree and Certificate Requirements)
3. AP 4101 (Independent Study)
4. AP 4103 (Work Experience)
5. AP 4104 (Contract Education)
6. BP/AP 4106 (Nursing Programs) – Carried over from 2021-2022
7. AP 4220 (Standard of Scholarship) – Academic Senate considered BP 4220 in 2021-22
8. BP/AP 4225 (Course Repetition)
9. BP 4226 (Multiple & Overlapping Enrollments) – Carried over from 2021-2022
10. AP 4227 (Repeatable Courses)
11. AP 4228 (Course Repetition -Significant Time Lapse)
12. AP 4229 (Course Repetition – Variable Units)
13. BP/AP 4231 (Grade Changes)
14. BP/AP 4233 (Attendance) – Carried over from 2021-2022
15. AP 4234 (Pass / No Pass)
16. AP 4236 (Advanced Placement Credits)
17. AP 4255 (Probation, Disqualification, and Readmission)
18. BP/AP 4260 (Prerequisites, Corequisites, Advisories & Limitations on Enrollment)
19. BP/AP 4300 (Field Trip Activities)
20. BP/AP 4400 (Community Services Programs)
21. AP 4500 (Student News Media)
22. AP 4610 (Instructional Service Agreements)
23. BP 5529, 5530, 5531 (Student Conduct Policies) – Carried over from prior years
24. BP/AP 7310 (Nepotism) – Awaiting response from the District

Hierarchy of Legal Authority

- (Federal Law, if Applicable or Preempting State Law)*
- California Educational Code (Administrative)
- California Code of Regulations (Title 5) (Regulatory)
- Board Policy (BP)
- Administrative Procedure (AP)
- Internal Senate Procedures
- Misc. Campus Procedures (Ex. AA Guest Speaker Guidelines)

- *ACCJC Accreditation Standards (Shrouds the entire hierarchy.)

ACADEMIC SENATE DISCUSSION ITEM

DISCUSSION ITEM TOPIC:

"Self Service" Enrollment Software/Student Registration/Wait Lists

ISSUE/ITEM BACKGROUND:

The "Self Service" Enrollment Software went live fall, 2021. At the fall, 2022 Academic Senate retreat multiple Senators requested that Self Service and the student registration process be placed on the Senate agenda for discussion. While many faculty have become comfortable and familiar with the "add authorization" aspect of the new software, there are new and emerging concerns regarding registration on the student end of the process. In particular, the functionality of the application used by students is purported to be muddled and unclear. There is also concern that enrollment is being negatively impacted by a registration process that maintains such shortcomings. This is an important factor to explore and discuss as academic departments work to rebuild lost enrollment on and off campus.

Some of the programming aspects of Self Service are based on decisions previously handed down by the Academic Senate. Namely, that course sections continuing to maintain an "open" status on the first day of that section's instruction transfer full control of add authorizations to the course instructor. Thus, students (waitlisted or not) will not be automatically enrolled or enabled to enroll in the course without an instructor's add authorization. This decision relates to the concerns noted here.

There is also concern about how students perceive the terms "open" and "closed" and that those terms might create an impression that from their perspective is self-evident, but internally within our own processes, means something technically and slightly different.

Additional concerns exist based on the particular perspectives and vantage point of campus faculty.

ISSUE/ITEM TO BE ADOPTED:

This is a discussion/informational item. At this time, no future Senate action is anticipated. However, the intent is for these concerns and perspectives to be made known and for the Academic Senate to work collaboratively with our campus colleagues to continue to improve our registration processes.

ACADEMIC SENATE DISCUSSION ITEM

DISCUSSION ITEM TOPIC:

ASCCC Liaison Report and Discussion Regarding OER/OERI

ISSUE/ITEM BACKGROUND:

Professor Jennifer Paris currently serves as the ASCCC Open Educational Resources Initiative (OERI) liaison. One of Jennifer's many duties is to connect COC faculty interest in OER with OERI opportunities, including funding and development standards, as well as to coordinate with members of the Office of Instruction as related to OER development and adoption on campus.

The reason this is an Academic Senate report and a discussion item is because of the important academic nature of textbooks. This resides at the heart of the Senate's 10+1 charge. To some extent, the leadership of the Academic Senate already coordinates with the Office of Instruction, as well as many other campus committees and work groups, regarding OER. However, the Senate as a whole needs to take a more involved role in the promotion, regulation and maintenance of OER at COC.

This discussion is meant to ensure that Senators have an accurate and uniform understanding of OER opportunities and standards.

ISSUE/ITEM TO BE ADOPTED:

This is a discussion/informational item. At this time, no future Senate action is anticipated.