



# College of the Canyons Academic Senate

November 2, 2023

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

Hybrid Format, via Zoom & in-person in BONH 330

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/82829179112>

Meeting ID: 828 2917 9112; One tap mobile +16694449171# US; +17193594580# US

**Additional Teleconferencing locations can be found on page 2 of this agenda.**

## 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:
  - Bavand Karim, Faculty Professional Development Committee (FPDC)
5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar

Academic Senate Summary, October 19, 2023 (pg. 3-6)	<a href="#">Curriculum Committee Summary, October 26, 2023</a>
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### B. Reports

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

1. PAC-B Committee Chair Annual Report, David Andrus
2. Academic Senate Presidents Report, David Andrus
  - ASCCC Update – Fall 2023 Area C Meeting (pg. 7-9)
3. Vice Presidents Report, Lisa Hooper

### C. Action Items

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

1. Adjunct Senator Elections Results (pg. 10)
2. Curriculum Representative positions for the Schools of Health Professions, Public Safety, and Visual and Performing Arts Nomination Results (pg. 11)
3. AP 4060 (Delineation of Functions Agreement), Gary Collis (pg. 12)

4. AP 4104 (Contract Education), Gary Collis (pg. 13-14)
5. Notice Senate Vacancy (Tammy Bathke, Health Professions), David Andrus

#### **D. Discussion**

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

1. Program Mapper Update, Alisha Kaminsky & Clinton Slaughter
  - <https://canyons.programmapper.ws/academics>
2. AP 4500 (Student News Media), Gary Collis (pg. 15-16)
3. Statement for Guidelines for Use of Web Enhancement Instruction, David Andrus (pg. 17)
4. Commencement Feedback Report Out, David Andrus & School Senators (pg. 18)
5. BONH 330 Wall Décor/Emeriti Recognition, David Andrus

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

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
4. Office of Instruction Policy on Leaving your assigned Instructional Space

#### **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. Tenure Committee Training Workshops
2. Academic Senate Release Time Memo
3. Staff Training for Classified Absences

#### **G. Announcements**

- Next Academic Senate Meeting Dates Fall 2023: Nov. 16<sup>th</sup>; Dec. 7<sup>th</sup>
- 2023 ASCCC Fall Plenary Session: Nov. 16<sup>th</sup> – 18<sup>th</sup>, Westin South Coast Plaza, Costa Mesa, CA.
- 2023 Accreditation Institute: Sep. 29<sup>th</sup> – Sept. 30<sup>th</sup>, San Mateo Marriot, San Mateo, CA.

#### **H. Adjournment**

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/82829179112>

**Please note:**

**This meeting will be broadcasted at the following locations via zoom**

*none*

## Academic Senate Meeting Summary for October 19, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	<i>Gary Collis proxy for Gary Quire</i>	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	At Large Senator	Sab Matsumoto	X
AT Senator	<i>Lisa Hooper proxy for Regina Blasberg</i>	X	At Large Senator	Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	<i>Erica Seubert proxy for Jennifer Paris</i>	X
MSHP-HPPS Senator	<i>David Pevsner proxy for Tammy Bathke</i>	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Arshia Malekzadeh	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	VACANT	
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	VACANT	
SBS Senator	Victoria Leonard	X	X= Present	A= Absent	

Non-voting Members			
Dr. Omar Torres via zoom	X	Paul Wickline via zoom	X
Marilyn Jimenez	X	Jason Burgdorfer (COCA President)	X
Dan Portillo (Warren Heaton AFT Rep)	X	ASG Student Representative- Hestia Sartika	X

Guest							
Andralena Panczenko	X	Dianna Avery	X	Hind Ali	X	Jocelyn Lagunas	X
Andy McCutheon	X	Dilek Sanver-Wang	X	Dr. Jasmine Ruys	X	Jon Amador	X
Austin Dave	X	Dustin Silva	X	Jennifer Overdest	X	Lak Dhillon	X
Cindy Leung	X	Heater Dotter	X	Jennifer Smolos Steele	X	Rosario Gonzalez	X
Dr. Daylene Meuschke	X						

### I. Routine Matters

1. Call to order: 3: 06pm
2. Public Comment:
  - There was a request for additional paper shredders/bins in faculty offices.
  - Request to assign back up staff when classified are out on vacation. Some classified work independently and need to have back up in the case of unexpected absences from work.
  - Due to handicap parking spaces having been more centrally located, it is now time to install nets around baseball field due to flying baseballs that have hit cars.
  - There is concern regarding the Israel/Palestine conflict and with many students stating anti-Israeli or anti-Palestinian rhetoric, some of it lacking context and creating a difficult academic environment.

3. Approval of the Agenda:
  - **Motion** to approve the agenda by Mike Harutunian second Arshia Malekzadeh. David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (yes, vote). Unanimous. Approved.
4. Committee Appointments: Lak Dhillon, Selection Committee
5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar
  - **Motion** to adopt the consent calendar by Mike Harutunian, seconded by Dave Brill.
  - David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (yes, vote). Unanimous. Approved.

<a href="#"><u>Academic Senate Summary, October 5, 2023</u></a> (pg. 3-6)	<a href="#"><u>Curriculum Committee Summary, October 12, 2023</u></a>
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## J. Reports

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

1. [Policy Review Committee Chair Annual Report](#), Gary Collis
  - Board of Gov. sets legal minimum requirements for operation of local CCC's. There has been a request to establish a campus wide tracking system for board documents. There are several policies that need to be re-evaluated.
2. Academic Senate Presidents Report, David Andrus
  - Congratulations to our new Academic Senate President, Lisa Hooper, Vice President Garrett Rieck and Communications Officer, Erica Seubert.
  - [Department Policies](#): How department policies can or should be adopted is being discussed by Senate leadership and Instruction. David's idea is to create a culture of democracy, norms and buy-in, DEIA etc... These dept policies might be necessary and will require more guidance and training. There may be a coordinated effort to address the intersection of these issues. It is important that department policies do not inadvertently create division, as opposed to unity.
  - [Food Issues](#): Sharlene Coleal, April Graham have been invited to provide a presentation to Senate. David Marshall (ISSI Supervisor) is interested in having more involvement with faculty needs.
  - [DEIA Faculty Competencies Taskforce](#): There are 7 criteria that serve as multiple measures of competencies (6 competencies). These criteria should align with each of the standards for any course/discipline.
  - [Dept. Chair Training](#): The second training is scheduled for Oct. 20<sup>th</sup>. The IAC meeting was cancelled therefore the training is now via Zoom only.
  - [Sonya Christian Event](#): CCCCO state chancellor visited COC and talked about her vision 2030 plan. Expansion of dual enrollment is at the top of 2030.
  - [ASCCC Area C Meeting](#): David will be attending this meeting. Any resolutions COC advances statewide should be first promoted locally.
  - [Syllabi Best Practices 2017 Sheet](#): This document will return for further review.
  - [Senate Travel Budget](#): If anyone wants to travel, please let David and Marilyn know.
  - [Web Committee](#): The college is listening to presentations from three new web hosting companies. This will be not only a new web design but a new host web service.
3. Vice Presidents Report, Lisa Hooper
  - [Faculty offices](#): The guiding principles for office furniture layout is based on ADA and ergonomic consideration. Please reach out to Sharleen or April with questions.
  - [Self-Service Taskforce](#): Some features are modifiable. The college is looking at other

districts to get input on their experience. The waitlist is being looked at for glitches.

- Faculty in the Spotlight: David Brill has agreed to coordinate with MEA students to provide technical assistance and collaboration for audio/visual. MEA has offered to host the event in their studio however, space is also being created in BONH 330. A form may be created to submit nominations, anonymously.
- COVID Hangover: There are students who transferred from other colleges; the feedback is that COC is tougher. When students pass classes, they are proud of themselves. Faculty need to be considered how to support their learning.
- Textbooks in the Library: If there are requests for more textbooks from students faculty can purchase and submit to the library to place at the reference desk. There is a limit as to how many textbooks can be ordered from publishers. Publishers are becoming more restrictive with available, free extra copies.

#### K. Action Items

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

1. BONH 330 Faculty Conference Room Protocols, David Andrus (pg. 7-8)
  - **Motion** to adopt BONH 330 Faculty Conference Room Protocols by Mike Harutunian, seconded by Victoria Leonard.
  - David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (yes, vote). Unanimous. Approved.
2. Confirmation of Academic Senate Officer Nomination/Election Results (pg. 9)
  - Special thanks to Dustin, Karyl and Marilyn for all their work on the Elections committee.
  - **Motion** to adopt by Arshia Arshia Malekzadeh, seconded by Garrett Hooper.
  - David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (yes, vote). Unanimous. Approved.

#### L. Discussion

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

1. BONH 330 Wall Décor/Emeriti Recognition, David Andrus
  - Some ideas proposed include a scrolling screen with pictures, name and information of Emeriti faculty. Other ideas include name/legacy plaque, a multi-opening picture frames, and/or a photo book.
2. AP 4060 (Delineation of Functions Agreement), Gary Collis (pg. 10)
  - This provides a procedure for the transfer of non-credit courses to COC. The focus is on Adult Education. This item will return for action.
3. AP 4104 (Contract Education), Gary Collis (pg. 11-12)
  - Contract education is done via Workforce/Economic Development. The college does not receive apportionment. The college has been offering contract education for several decades, therefore an AP was needed.
4. Office of Instruction desk policy/procedure on leaving your assigned instructional space, David Andrus & Dr. Omar Torres
  - Title 5. Section 58056 – Immediate Supervision and Control (pg. 13-14)
  - [Class Location Change Request Form](#)
    - The Office of instruction recently created a document addressing the issue of faculty intending to take their students outside the scheduled instructional room to the outside campus. Instruction wants to know where classes are in the event of an emergency. There are concerns the form and process is too restrictive. Some suggestions are for faculty to send out a text message, leave a note on their door or set up walkie talkies in the classrooms. There are also concerns with Academic Freedom as it relates to the campus space. The goal is to find a more effective way to allow for spontaneous decisions to take a class out into the larger

campus space for scheduled instruction, while also acknowledging Instruction's safety concerns. Senate leadership will meet with Dr. Torres to discuss the matter further.

5. AP 45000 (Student News Media), Gary Collis (pg. 15-16)
  - This item was tabled and will return on the next agenda.

#### **M. Unfinished Business**

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
4. Faculty Office Procedures
5. Food Service Discussion

#### **N. 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. Tenure Committee Training Workshops
2. Academic Senate Release Time Memo
3. Coordination with Adjuncts on AIS system with Bookstore

#### **O. Announcements**

- [Next Academic Senate Meeting Dates Fall 2023](#): Nov. 2<sup>nd</sup>; Nov. 16<sup>th</sup>; Dec. 7<sup>th</sup>
- [2023 ASCCC Fall Plenary Session](#): Nov. 16<sup>th</sup> – 18<sup>th</sup>, Westin South Coast Plaza, Costa Mesa, CA.
- [2024 ASCCC Curriculum Institute](#): July 10<sup>th</sup> – 13<sup>th</sup>, 2024, Pasadena Convention Center
- [2024 Faculty Leadership Institute](#): June 20<sup>th</sup> – 22<sup>nd</sup>, 2024, More information coming soon!
- [2024 ASCCC Spring Plenary Session](#): April 18<sup>th</sup>-20<sup>th</sup>, 2024, San Jose Marriot

#### **P. Adjournment: 5: 04 pm**

## ASCCC Reports and Information

### Fall Area Meetings 2023

#### Thank you!

- Serving students...always!
- Service
  - to ASCCC committees
  - to Chancellor's Office advisory committees, task forces, and workgroups
  - C-ID, including Faculty Discipline Review Groups (FDRGs) and Course Outline of Record Evaluators (COREs)
  - to professional organizations

#### Area Meetings

- Listening to faculty (including through referred [resolution 1.04 F22](#)): considering innovative ways to connect with faculty
- Continued interest by senate presidents and delegates in meeting via Zoom; we'll continue to seek input to determine if/when folks want to meet in person for Area meetings
- New format. Please give Area reps your feedback, look for brief survey to go out. Exec will debrief and use feedback to plan for Spring Area meetings

#### Executive Committee

- Vice President Manuel Vélez, Secretary LaTonya Parker, Treasurer Robert L. Stewart, Jr.
- At Large Representatives Juan Arzola and Christopher Howerton
- North Reps Eric Wada and Mitra Sapienza
- South Reps Kimberley Stiemke and Carlos Guerrero
- Area A Stephanie Curry, Area B Karen Chow, Area C Erik Reese, Area D María-José Zeledón-Pérez
- Acting Executive Director Austin Webster, Director of Administration Tonya Davis
- Fabulous ASCCC office team

#### ASCCC Strategic Planning

- [2023-2026 Strategic Directions](#) adopted by delegates in Spring 2023: Embracing organizational change; engaging proactively in partnerships and advocacy to advance faculty voice and student success; developing innovative activities to empower faculty and uplift underrepresented voices; and advancing faculty engagement in data literacy.
- [2023-2024 work plan](#) adopted at October Executive Committee meeting. Short, Mid-, and long-term goals.
- Elevating Faculty Voice Task Force – finalizing participants to meet this fall

#### Cultural Humility

- [Resolution 19.01 \(Spring 2022\)](#) called for ASCCC to train in cultural humility annually and to make Cultural Humility Toolkit available to the field
- Cultural Humility Toolkit made available to colleges for Fall 2022
- Executive Committee engaged in cultural humility training in Spring and Summer 2023 and is in the process of working with Dr. Veronica Keifer-Lewis to develop more robust resources to support an expanded Cultural Humility Toolkit.
- Next phase is to plan and deliver cultural humility training workshops for all interested faculty beginning in spring 2024.

## [Vision 2030](#)

- New chancellor...Dr. Sonya Christian
- 3 goals, 3 strategic directions
- Opportunities for faculty engagement, academic senate recommendations within 10+1, and collaboration with administration

## [Cal-GETC: Standards version 1.0 document](#)

- ICAS Cal-GETC subcommittee meeting now to review and potentially revise Areas 2-5.
- Expected next version at end of Fall semester
- UC, CSU, CCC System office leadership meeting to discuss submission and review processes
- Goes into effect for students entering Fall 2025

## [AB 928 ADT Intersegmental Implementation Committee](#)

- [Draft recommendations document](#) for review and feedback through November 14.
- Additional draft expected by late November for December meeting and finalization of recommendations

## [Baccalaureate degrees \(AB 927, 2021\)](#)

- Cycle 3 colleges recently notified of provisional approval. No public announcement yet.
- Key: do not duplicate CSU programs. Also, make sure upper division coursework reflects the advanced critical thinking and rigor expected of upper division courses.
- CSU & CCC system offices meeting re: duplication review processes. ICAS subcommittee also meeting re: duplication review processes to report back to system offices.
- Cycle 4 should be announced soon for January submission.

## [Common Course Numbering \(AB 1111, 2021\) Task Force](#)

- [Draft recommendations report](#) (October version) released. Feedback via ASCCC reps (or info@asccc.org) through end of October.
- Next draft expected mid-November for December meeting and recommendations approval.
- Chancellor's Office request of legislature to extend legislated timeline to July 1, 2027.

## [Title 5 Changes](#)

- Recently chaptered: [dual enrollment regulations](#)
- Recently chaptered: [associate degree standards](#), including general education
- Recently chaptered: [work experience regulations](#)
- Upcoming: DEIA in Course Outlines of Record. ASCCC Resolution 09.01 for consideration by delegates. Tentatively to go to Board of Governors in January for 1<sup>st</sup> read.

## [Ethnic Studies](#)

- [Minimum Qualifications Handbook](#) update to include revised Ethnic Studies discipline (based on delegate adoption of resolution in spring 2023)
- Dialog w/ CSU continues re: Area F approvals
- CCC core competencies available on [C-ID website](#) (look at bottom of Resources page)

## [Chancellor's Office Universal Design for Learning Task Force](#)

- Task force just convened. Manuel Vélez, ASCCC Vice President, is a co-chair.

## [DEIA in Evaluations](#)

- [Regulations](#) passed by Board of Governors in May 2022; Chaptered by Secretary of State Effective April 26, 2023



- [Ed Code](#): Senate role in advising/being consulted by bargaining agents
- Consider ways to implement in a supported, growth-oriented ways
- Consider professional development needs to support continued faculty IDEAA-related growth

#### ASCCC-OERI and ZTC

- [ASCCC Open Educational Resources Initiative](#) (OERI)
- Look under Resources at [www.asccc-oeri.org](http://www.asccc-oeri.org) to see collections of resources available, organized in multiple ways including by discipline and by general education area
- ASCCC-OERI can help to facilitate or advise local OERI development in support of ZTC efforts

#### Upcoming Events

- Curriculum Regionals: [Sa 10/28 @ Woodland College, S 11/4 @ Bakersfield College](#)
- Webinar w/ CCCCCO & FACCC: Generative AI as a Tool for Teaching & Learning, 11/7 @ 12:00
- [Fall Plenary Session](#): November 16-18 @ Westin South Coast Plaza, Costa Mesa. In-person and hybrid registration options
- [Webinar: AB 928 Update](#) – Nov 27 @ 2:00pm
- [Webinar: AB 1111 Common Course Numbering Update](#) – Nov 28 @ 2:00pm
- SLO Symposium – January
- Spring CTE Regionals in in collaboration with regional consortia – encourage CTE faculty to attend the gathering in your region. Info under Events tab on [www.asccc.org](http://www.asccc.org)

#### ASCCC Resources

- Visit website for ASCCC resources
- Request a technical support visit via Services tab at [www.asccc.org](http://www.asccc.org)

[Click HERE to volunteer for](#) ASCCC Service, including standing committees, CO advisory committees, task forces, workgroups, OERI, C-ID FDRGs and COREs, and Common Course Numbering workgroups

Dear Colleagues,

The election for the two vacant Academic Senate Adjunct Senator positions has closed and the results are in.

Congratulations to Lauren Rome and Linda Beauregard-Vasquez who have been elected to serve as your Adjunct Senators for the remainder of the current term. This is an important position with multiple faculty members willing to take on this responsibility.

Election results: [CLICK HERE](#)

<b>Adjunct Senator Positions</b> (Remainder of the current term ending 6/30/24)	<b>Nominee(s)</b>
Adjunct Senator	Lauren Rome
Adjunct Senator	Linda Beauregard-Vasquez

Thank you, everyone, for participating in these important elections.

If you have any questions regarding this election, please contact us at [Senate\\_Elections@canyons.edu](mailto:Senate_Elections@canyons.edu) and CC [Marilyn.Jimenez@canyons.edu](mailto:Marilyn.Jimenez@canyons.edu).

\*This email is being sent to Adjunct Faculty and Instructional Deans.

COC Senate Elections Committee  
Dustin Silva  
Karyl Kicenski

Dear colleagues,

The nominations for the vacant Curriculum Representative positions from the Schools of Health Professions, Public Safety, and Visual and Performing Arts have closed. As there was not more than one nominee for a position, an election will not take place at this time. Please see below the nomination results. By acclamation and pending approval of the Academic Senate, the faculty below should serve as your Curriculum Representatives from the respective Schools for the remainder of the current term, ending 6/30/24.

<b>Curriculum Representative Position (Remainder of the current term ending 6/30/24)</b>	<b>Nominee(s)</b>
Health Professions	Kristi Miura
Visual and Performing Arts	Jennifer Overdeest
Public Safety	None

If you have any questions please contact us by emailing both [Senate\\_Elections@canyons.edu](mailto:Senate_Elections@canyons.edu) and CC'ing [Marilyn.Jimenez@canyons.edu](mailto:Marilyn.Jimenez@canyons.edu).

COC Senate Elections Committee  
Dustin Silva  
Karyl Kicenski



## **AP 4060 Delineation of Functions Agreements**

### References:

Education Code Section 8535  
Education Code Section 8536

1. Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure shall be followed.
2. The Chief Instructional Officer will receive the proposal from the requesting school district, containing a list of the courses, as well as course content, projected enrollment, location, and faculty credential requirements.
3. The Chief Instructional Officer shall forward the proposal to the Curriculum Committee for review to determine whether the proposed classes fit within the District's mission and curriculum. The Curriculum Committee shall respond to the proposal with a recommendation about whether the proposed transfer should be accepted and forwarded to the Academic Senate.
4. If recommended by the Curriculum Committee and Academic Senate and subsequently approved by the Chief Instructional Officer, a memorandum of understanding specifying a Delineation of Functions Agreement shall be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code Section 84711 shall be established and 2) the number of FTES proposed to be assumed by the District with the existing program.
5. The memorandum of understanding specifying the Delineation of Functions Agreement shall be submitted to the Board of Trustees for approval. If approved by the Board, appropriate paperwork and reports required by the California Community Colleges Chancellor's Office shall be completed and submitted for implementation.

Approved XX/XX/XX



## **AP 4104 Contract Education**

### References:

Title 5 Section 55170  
Education Code Sections 78020-78023

1. The District, as part of its workforce and economic advancement and community outreach efforts, may be asked to provide customized training, instructional classes, or services for businesses, industry, public agencies, and other groups. The process may involve creation of new training courses, revision of existing course outlines for use in a particular training program, special assistance and assessment, and consultative or developmental services to define specific needs.
2. The District may provide educational, training and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services.
3. These contracted activities shall be self-supporting and shall not use the unrestricted general fund of the college. The contract must cover the full cost of the classes and the classes shall not be submitted for apportionment from the state and are not required to be open to the public. Thus, Contract Education courses are neither approved by the Curriculum Committee nor taught by instructors who must meet minimum qualifications established by the State of California.
4. From long-term sustained relationships with businesses, labor, and colleges in the region, the Santa Clarita Community College District's Employee Training Institute (ETI) shall support, develop, and deliver direct services to businesses, colleges, labor organizations, employees, and employers. The ETI shall identify, acquire, and leverage the community college system and other vocational training resources, when possible, to support local, regional and statewide economic development. The ETI shall research academic, for-credit, course offerings in the college catalog to assure that contract training courses do not duplicate for-credit offerings. This information will be verified by the Office of Instruction. ETI training programs shall not offer FTES generating courses. The ETI courses shall be specific to business and worker performance improvement training and include the following:
  - A. An initial needs assessment process that identifies both training and non-training issues

that must be addressed to improve employee and organizational performance.

- B. Consultation with employers to develop action plans that address business or non-profit performance improvements.
  - C. Training programs that link individual performance requirements with quantifiable business measures resulting in demonstrable productivity gains, and, as appropriate, job retention, job creation, or improvement in wages or living wages.
5. Contract development, review, approval, and evaluation for the services offered through the ETI shall be a joint process between the ETI, Division of Workforce & Economic Advancement and Business Services. Contracts must be approved by the Board of Trustees.
  6. Resources may be provided for contract education only after all necessary District resources have already been allocated to existing credit programs.

Approved XX/XX/XX



## **AP 4500 Student News Media**

Reference:

Education Code Section 66301

### **Philosophy**

1. College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in Media Entertainment Arts (MEA) and the Associated Student Government's (ASG's) The Paw Print. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.
2. College news media, as laboratory publications of the MEA curriculum and ASG's The Paw Print, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.
3. College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.
4. Each college newspaper or other news medium is published as a learning experience, offered under the MEA department and ASG's The Paw Print. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved if the content produced is not part of the curriculum for a specific course. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

### **Journalism Grievance Procedures**

5. Definition of a Grievance – A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

6. Informal Grievance Proceedings – Informal Grievance Proceedings for student journalism follow the Board Policy for Student Grievances.
7. Formal Grievance Proceedings – Formal Grievance Proceedings for student journalism follow the Board Policy for Student Grievances.

Approved XX/XX/XX





## Academic Senate for College of the Canyons

### STATEMENT

## Guidelines for Use of Web Enhanced Instruction

Fall 2023

The Covid-19 public health crisis ushered in new instructional modalities in higher education. The creation of those new modalities caused a critical review of all instructional delivery methods to ensure they were distinct in need and purpose as well as consistent with the provisions of Title 5 of the California Code of Regulations. The use of a learning management system (LMS) as a web-enhancement to traditional, face to face (F2F) instruction has been regular practice for many years. This adopted statement of the Academic Senate of College of the Canyons seeks to establish important recommendations to faculty regarding web-enhancement of F2F instruction, including considerations that would contribute to student success by increasing student awareness of, and preparation for, a web-enhanced F2F class.

"Web-enhancement" via the use of an LMS requires that a student access the internet for the class. For purposes of this statement, web-enhanced F2F instruction means the use of an LMS or web-based digital platform linked through the District-authorized LMS for housing course documents, resources, grades or more.

The web enhancement of F2F instruction should align with the following principles:

1. The legally required amount of instructor to student contact hours in the physical class room shall not be excused, reduced or diminished by any web enhanced assignments, assessments (major or otherwise), or other components to the course.
2. At the point of enrollment, students should be made fully aware of what resources (i.e., access to computer hardware, software, and courseware) will be required outside the physical classroom. Any F2F class section that intends to have a web enhanced component that includes online assignments or assessments should create an orientation letter detailing the intended use of the LMS or other digital resources for such classwork.
3. Absent a faculty member's submission of an orientation letter for the District to post, in accordance with the District's orientation letter processes and timelines, prior to the initiation of enrollment by the Office of Student Services, faculty should be prepared to honor any student request for a printed copy of a digital assignment, if possible, or an equivalent or comparable assignment that the student may complete in paper format.
4. As is the case for all online or digital examinations, ensuring the highest degree of academic integrity should be paramount when constructing assessments and the manner in which they are delivered.

The Academic Senate encourages the District to support and increase student access to District-owned computers, common software, and the internet. The Academic Senate shall work with the Office of Instruction and the Office of Student Services to secure the commitment of District resources and support for the efficient creation and publication of orientation letters for F2F classes.

**DISCUSSION ITEM TOPIC:**

Commencement 2023 Feedback

**ISSUE/ITEM BACKGROUND:**

On Monday, September 25, 2023 the Commencement Committee held its first meeting of the fall, 2023 semester. The meeting agenda was devoted to debriefing the spring, 2023 commencement ceremony. The committee addressed many logistical matters in order to identify areas for improvement, i.e., what worked well, what did not work well, etc...

Particular aspects of the agenda sought feedback regarding faculty participation in terms of overall attendance as well as participation in many of the offerings of volunteer work that is required to make commencement a success. It is important to learn of faculty perspectives regarding the 2023 two commencement ceremony format. Did faculty like it? Did it pose any challenges or problems?

**Administration is again proposing a two commencement ceremony format for spring, 2024. However, the proposed two commencement ceremony would take place on two different days,**

**-Friday, May 31, 2024**

**-Saturday, June 1, 2024**

It is proposed that both ceremonies be held in the morning.

**ISSUE(s) TO BE DISCUSSED and/or ADOPTED:**

This item was previously discussed by the Academic Senate at its October 5, 2023 meeting. Senators were asked to discuss the matter at their School/Division meetings and return to the Academic Senate with more detailed feedback to be shared.

Senators are to report out on any feedback they received on the following:

- The 2023 two commencement ceremony format.**
- The proposed 2024 two commencement ceremony format.**
- The proposed two day 2024 two commencement ceremony format.**

All feedback will be reported back to the Commencement Committee.