



College of the Canyons Academic Senate

February 23, 2023

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/86345767680?pwd=aU96SFRzWC9BMXlHcnlQSWlxK2J6QT09>

Meeting ID: 863 4576 7680; **Passcode:** 990821

One tap mobile +16694449171 US; +12532050468, US

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:
 - Selection Committee Appointments (pg. 3)
5. Academic Senate Release Time Memo, David Andrus (pg. 8)
6. Sub-Committee Summaries: none
7. Approval of the Consent Calendar
 - Academic Senate Summary, February 9, 2023 (pg. 4-7)
 - [Curriculum Committee Summary](#), February 16, 2023

B. Reports

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

1. CE Committee Annual Chair Report, Gary Quire (pg. 9-14)
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. Discipline Memos for new FTF hired for SP 2023:
 - a. Lauren Franco, Academic Accommodations Center (AAC) Counselor (pg. 15-16)
2. Academic Freedom and Textbook Choice Report (pg. 17-20)
3. BP/AP 4106 (Nursing Programs), Gary Collis
 - a. BP 4106 (NEW) (pg. 22)
 - b. BP 4106 (Current Version) (pg. 23)
 - c. AP 4106 (pg. 24-25)
4. MOU for Student Services offices at CCC A&R Bldg., Dr. Jasmin Ruys & David Andrus (pg. 26-29)

D. Discussion

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

1. Travel Reimbursement, Sharleen Coleal and Jason Hinkle
2. Web Committee Updates, Hsiawen Hull, Stephen Burns & David Andrus
3. Face to Face Instruction Web Enhanced Practices, David Andrus & Dr. Omar Torres (pg. 30)

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

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. Attendance Policy

G. Announcements

- Next Academic Senate Meeting Spring 2023: March 9th, March 23rd, April 13th, April 27th, May 11th & May 25th
- 2023 ASCCC Curriculum Institute-Hybrid Event: July 12th – 15th, 2023, Riverside Convention Center in Riverside.
- 2023 ASCCC Faculty Leadership Institute: June 15th-17th, 2023, Westin San Francisco Airport Hotel.
- 2023 ASCCC Spring Plenary Sessions: April 20th -22nd, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

H. Adjournment

The teleconference is accessible through the following link:

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

Please note:

This meeting will be broadcasted at the following locations via zoom

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

Spring 2023 Selection Committee list

First Name	Last Name	FTF/Adjunct
Adina	Carillo	FTF
Brent	Riffle	FTF
Charlie	Johnson	FTF
David	Thrasher	FTF
David	Michaels	FTF
David	Brill	FTF
David	Pevsner	FTF
Gary	Quire	FTF
Gary	Collis	FTF
Heather	Dotter	FTF
Hency	Chu	FTF
Jessica	Crowley	FTF
Kristi	Miura	FTF
Lisa	Hooper	FTF
SB	Tucker	FTF
Shane	Ramey	FTF
Sylvia	Duncan	FTF
Theresa	Winter	FTF
Tim	Baber	FTF
Xanth	Stack	FTF

Academic Senate Meeting Summary for February 9, 2023

Voting Members					
<i>Senate President</i>	<i>David Andrus</i>	<i>X</i>	<i>Business Senator</i>	<i>Regina Blasberg proxy for Gary Quire</i>	<i>X</i>
<i>Vice President</i>	<i>Lisa Hooper</i>	<i>X</i>	<i>Learning Resources Senator</i>	<i>Jennifer Thompson</i>	<i>X</i>
<i>Curriculum Chair</i>	<i>Tricia George</i>	<i>X</i>	<i>Personal & Professional Learning Senator</i>	<i>Garrett Rieck</i>	<i>X</i>
<i>Policy Review Chair</i>	<i>Gary Collis</i>	<i>X</i>	<i>At Large Senator</i>	<i>Ambika Silva</i>	<i>X</i>
<i>AT Senator</i>	<i>Regina Blasberg</i>	<i>X</i>	<i>At Large Senator</i>	<i>Jennifer Paris</i>	<i>X</i>
<i>MSHP-MSE Senator</i>	<i>Shane Ramey via zoom</i>	<i>X</i>	<i>At Large Senator</i>	<i>Gary Collis proxy for Erica Seubert</i>	<i>X</i>
<i>MSHP-HPPS Senator</i>	<i>Tammy Bathke via zoom</i>	<i>X</i>	<i>At Large Senator</i>	<i>Rebecca Shepherd</i>	<i>A</i>
<i>VAPA Senator</i>	<i>David Brill</i>	<i>X</i>	<i>At Large Senator</i>	<i>Benjamin Riveira</i>	<i>X</i>
<i>Student Services Senator</i>	<i>Garrett Hooper</i>	<i>X</i>	<i>Adjunct Senator</i>	<i>Arshia Malekzadeh</i>	<i>X</i>
<i>Humanities Senator</i>	<i>Mike Harutunian</i>	<i>X</i>	<i>Adjunct Senator</i>	<i>Jesse Vera</i>	<i>X</i>
<i>Kinesiology/Athletics Senator</i>	<i>Phil Marcellin</i>	<i>A</i>	<i>Adjunct Senator</i>	<i>Mireya Milian</i>	<i>X</i>
<i>SBS Senator</i>	<i>Tammera Rice</i>	<i>X</i>	<i>X= Present</i>	<i>A= Absent</i>	

Non-voting Members				
<i>Dr. Omar Torres</i>	<i>X</i>	<i>Paul Wickline via zoom</i>		<i>X</i>
<i>Marilyn Jimenez</i>	<i>X</i>	<i>Jason Burgdorfer (COCFA President)</i>		<i>X</i>
<i>Dan Portillo (Warren Heaton AFT Rep)</i>	<i>A</i>	<i>ASG Student Representative</i>		<i>A</i>

Guest							
<i>Christopher Blakey</i>	<i>X</i>	<i>Jeff Gregor</i>	<i>X</i>	<i>Michael Felix</i>	<i>X</i>	<i>Dr. Jim Temple</i>	<i>X</i>
<i>Collette Gibson</i>	<i>X</i>	<i>Jennifer Smolos Steele</i>	<i>X</i>	<i>Michael Sherry</i>	<i>X</i>	<i>Dianne Avery</i>	<i>X</i>
<i>Donna Brown-Hardnett</i>	<i>X</i>	<i>Dr. Julie Johnson</i>	<i>X</i>	<i>Robert Wonser</i>	<i>X</i>	<i>Erika Torgeson</i>	<i>X</i>
<i>Dr. Edel Alonso</i>	<i>X</i>	<i>Leora Gabay</i>	<i>X</i>	<i>Tammy Bathke</i>	<i>X</i>		<i>X</i>
<i>Dr. Kathy Bakhit</i>		<i>Maral Markarian</i>		<i>Dr. Jasmine Ruys</i>			

A. Routine Matters

1. Call to order: 3:02 pm
2. Public Comment
 - a. Our thoughts are with the people of Turkey due to the devastating earthquake.

- b. There was a proposal to revisit the add authorization process due to the transition period with self-service.
- c. Discover Day is scheduled for March 18, 2023.
- d. Dr. Edel Alonso welcomed all faculty to Spring 2023.
- e. Our thoughts and prayers are with the family of BoT member Michelle Jenkins who recently passed away.

3. Approval of the Agenda:

Motion to approve the agenda by *Arshia Malekzadeh* seconded by Mike Harutunian. Regina Blasberg proxy for Gary Quire (yes vote). Gary Collis proxy for Erica Seubert (yes, vote). Unanimous. Approved.

4. Committee & Other Appointments:

- a. Selection Committee Appointments (pg. 3)
- b. There will be additional hiring committees appointments listed on the next agenda. Special thanks to all CTE faculty for their hard work. They are serving on multiple hiring committees.
- c. Business Department Chair, Gary Quire, appointed upon Ali Naddafpour's resignation.
 - 1. Special thanks to Ali for his service as Business Dept Chair.

5. Sub-Committee Summaries: none

6. Approval of the Consent Calendar

- Academic Senate Summary, December 8, 2022 (pg. 4-6)
 - 1. A correction will be made as Jesse Vera was absent at the Dec. 8th meeting.
 - 2. Motion to approve the consent calendar by Lisa Hooper seconded by Tammera Rice. Regina Blasberg proxy for Gary Quire (yes vote). Gary Collis proxy for Erica Seubert (yes, vote). Unanimous. Approved.

B. Reports

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

1. [CETL Committee Annual Chair Video Report](#), Julie Johnson & Robert Wonser (pg. 7-8)
2. Academic Senate Presidents Report, David Andrus
 - a. Enrollment Management: Meeting is scheduled for next week. The enrollment trends that are shifting due to the changing nature of our students and their enrollment decisions.
 - b. Hayward and Stanback Strauss Award: Congratulation to Liz Shaker and Angeli Francois for being nominated for the Hayward award. Pamela Williams-Paez was nominated for the Stanback Strauss Diversity Award.
 - c. ASCCC SP Plenary: This event is being held in a hybrid format. There are funds available to send faculty to attend both remotely and in person.
 - d. Meeting Attendance reminder: If any faculty are going to zoom in to Senate meetings they need to fill out the authorization form in advance of the agenda. Voting members attending virtually need to publish the address.
 - e. End of Year celebration: Event is scheduled for Thursday, June 1st. Michael Dermody will be asked to MC this event, if his schedule permits.
 - f. GPT Chat 3 Update: Shane Ramey is chairing the Taskforce on Academic Integrity. There are discussions taking place with Michael Monsour, Dr. Jasmine Ruys, James GG and within faculty groups/workshops regarding the Chat GPT-3 AI platform and all its consequences. This item can be agendaized in the future once there are best practices in place.

C. Action Items

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

1. Fall 2022 MQE Part-Time Faculty (Academic Senate) Part 4 Final (pg. 9-10)
 - a. Motion to approve the Fall 2022 MQE list by Jesse Vera, second by Tammera Rice. Regina Blasberg proxy for Gary Quire (yes vote). Gary Collis proxy for Erica Seubert (yes, vote). Unanimous. Approved.
2. Spring 2023 MQE Part-Time Faculty (Academic Senate) Part 1 Final (pg. 11-13)
 - a. Motion to approve the Spring 2022 MQE list by Lisa Hooper, seconded by Regina Blasberg. Regina Blasberg proxy for Gary Quire (yes vote). Gary Collis proxy for Erica Seubert (yes, vote). Unanimous. Approved.
3. Academic Senate Standing Policy-Approved Modalities, David Andrus (pg. 14-17)
 - a. This document is not to define modalities but to formally recognize modalities that have already been defined. The Senate will discuss soon what it means to teach in the classroom, in person with CANVAS, assessment and instruction, i.e., web enhanced instruction.
 - b. Motion to approve the Standing Policy-Approved Modalities by adopt by Lisa H. Seconded my Mike Haratunian. Regina Blasberg. Regina Blasberg proxy for Gary Quire (yes vote). Gary Collis proxy for Erica Seubert (yes, vote). Unanimous. Approved.
4. Academic Senate Standing Policy on Faculty Awards (Proposed Revisions), David Andrus (pg. 18-19)
 - a. Congratulations to Julie and Robert for winning the local award. They were not advanced statewide due to differences in the award parameters.
 - b. Motion to approve the policy on Faculty Awards by David Brill, Seconded Regina Blasberg. Regina Blasberg proxy for Gary Quire (yes vote). Gary Collis proxy for Erica Seubert (yes, vote). Unanimous. Approved.
5. Kinesiology/PE/Athletics Senator Vacancy Declaration ([Article V, Section 4](#))
 - a. An idea was proposed to allow for a FTF non-credit instructor be nominated to serve as a Senator of the School of PPL. There are not enough faculty in that School to represent at the Senate. Thus, the Senate needs to consider an expanded definition of who would be considered an appropriate faculty member to represent that School, even if they come from a different discipline. There was also a proposal to allow spring and fall coaches to split their time so they can serve as the School of KPEA senator. This would be a future discussion item as this may prompt a change to the Senate Constitution. Due to the resignation David will identify a replacement (if possible) for the School of KPEA to be appointed. There will be no special election.
 - b. Motion to approve the Kinesiology/PE/Athletics Senator Vacancy by Lisa Hooper, seconded by Garrett Rieck. U.A.

D. Discussion

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

1. Evacuation Drill discussion, Jim Temple
 - a. In 2022 there were between 51 to 300 school shootings. A shelter in place emergency drill will take place. The Incident command team has checked every classroom to ensure there are emergency supplies. An email with additional information will be sent out soon. More specific training may take place for CCC and larger areas. Suggestion to include emergency training as part of the NFO onboarding. The drill will last no more than 20 minutes. Earthquake drills will now take place during the fall semester to align with the statewide "great shakeout" emphasizing earthquake preparedness.
2. Academic Freedom and Textbook Choice Report, Chris Blakey (pg. 20-23)

- a. The choice of selecting textbooks for courses rests with each instructor, regardless of whether they are full time or part time instructors. Departments can decide on a common textbook for multi-section courses, as long as the decision making process is transparent and democratic. See the report for specifics. This issue will part of the Dept chair training and may be an IAC discussion. CAF will discuss and bring back to possibly amend this report.
- 3. BP/AP 4106 (Nursing Programs), Gary Collis
 - a. BP 4106 (NEW) (pg. 24-25)
 - b. BP 4106 (Current Version) (pg. 26)
 - c. AP 4106 (pg. 27)
 - i. This item will return as action.
- 4. MOU for Student Services offices at CCC A&R Bldg., Dr. Jasmine Ruys & David Andrus (pg. 28-31)
 - a. This MOU is to determine the best use of office space for the new Student Services building at the Canyon Country Campus. This building and its office space is for the Counseling faculty, classified, adjuncts, program advisors, employment center etc... in the service of students. This was a collaborative process which included all Dept. Chairs to ensure all areas were solidified and codified so that the Senate continues to have a voice in how faculty offices shall be used at the new CCC building. This will be an evolving process that will be revisited as needs and staffing changes on that campus.
 - b. This item will return as action.

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

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. Senate Budget Report & Survey Results

G. Announcements

- Next Academic Senate Meeting Spring 2023: Feb. 23rd, March 9th, March 23rd, April 13th, April 27th, May 11th & May 25th
- 2023 ASCCC Curriculum Institute-Hybrid Event: July 12th – 15th, 2023, Riverside Convention Center in Riverside.
- 2023 ASCCC Faculty Leadership Institute: June 15th-17th, 2023, Westin San Francisco Airport Hotel.
- 2023 ASCCC Spring Plenary Sessions: April 20th -22nd, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

H. Adjournment: 5:06 pm

**COLLEGE OF THE CANYONS
ACADEMIC SENATE**

TO: Omar Torres, Assistant Superintendent/Vice President of Instruction
FROM: David C. Andrus, President, Academic Senate
DATE: February 13, 2023
RE: Academic Senate Release Time – **2023/24 Academic Year**

COCFA Contract, Article 12, Section J allows for 350% Reassign Time per Semester for the Academic

Academic Senate Position	% FTF Reassign Time Fall 2023	% FTF Reassign Time Spring 2024
<i>Academic Senate President, David Andrus</i>	100	100
Academic Senate Vice President, Lisa Hooper	20	20
Curriculum Committee Chair, Tricia George	80	80
Policy Review Committee Chair, Gary Collis	40	40
CTE Liaison, Gary Quire	40	40
Program Review Committee Chair, Rebecca Eikey	20	20
Faculty Professional Development Chair, Teresa Ciardi	20	20
Program Viability Chair, Garrett Rieck	30	30

Senate (to be allocated by the Academic Senate). A percentage of this release time for the Academic Senate must be used to support a CTE liaison position.

The reassign times for key positions of the Academic Senate are listed below and shall be allocated and in effect for the fall, 2023 and spring, 2024 semesters:

****Faculty Articulation Officer/Liaison, Julie Hovden 20% District release/reassign time.***

As a reminder, in consultation with Dr. Van Hook, it was agreed beginning spring, 2022 and thereafter, the position of "Faculty Articulation Officer/Liaison that serves on the Curriculum Committee shall receive 20% District release/reassign time rather than Academic Senate release time. Julie Hovden will continue to serve as Faculty Articulation Officer/Liaison for the 2023/24 academic year.

Academic Senate CE Committee Report Spring 2023

A. **Committee**– CE Committee

Committee Administration Chair Harriet Happel – CTE Dean

Committee Faculty Chair Gary Quire – CTE Liaison

B. CTE Membership List

Gary Quire	Business/CE Liaison/Committee Faculty Chair
Harriet Happel	CTE Dean/Administrator Chair
Faculty Appointments	
Larry Alvarez	MSHP-HPPS
Regina Blasberg	Applied Tech.
Jennifer Paris	Sociology
SB Tucker	MSHP-HPPS
Mark Daybell	VAPA
Jeff Baker	VAPA
Garrett Rieck-attends as needed	Non-Credit
Heather Dotter	MSHP-HPPS
Tina Waller	MSHP-HPPS
Nicole Faudree	Business
Justin Hunt	Applied Tech
Tim Baber	Applied Tech
Mary Corbett	MSHP-HPPS
Other Members	
Carl DeCarlo	Director, Fire Academy Programs
Daylene Meuschke	Institutional Research, Planning & Institutional Effectiveness
Dr. Kathy Bakhit	Dean, HPPS
Dr. Omar Torres	CIO
Jeff Gregor	Dean, Business
James Temple	Information Technology
Jason Hinkle	Business Services
Dr. Luis Gonzalez	Educational Administrator, Vice President
Justin Wallace	Director, Business Partnership and Workforce Engagement-Educational. Administrator
Marilyn Jimenez	Academic Senate and Instructional Support
Nadia Cotti	Dean, Applied Tech./Interim Dean, Bus.
Nancy Sandoval	Career and Technical Education Coordinator
Gary Quire	CE Liaison/Committee Faculty Chair
Harriet Happel	CTE Dean/Administrator Chair

C. **Committee background/purpose objectives or goals**

CE Committee focuses on discussing and evaluating CTE program needs between community college educational institutions and employers. The CE Committee looks at the direction for CTE programs from a State, Regional and Local levels. The committee discusses program review and budgetary items in regards to Perkins funding, Strong Workforce funding and other CTE funding Streams when available. In recognition of this fact, College of the Canyons Career Education Departments collaborate with industry professionals on many aspects of their programs.

Advisory committees are groups of local employers and community representatives who advise educators on the design, development, operation, evaluation, and revision of technical/occupational education programs in relationship to the knowledge, skills, and abilities required for employment.. The workplace knowledge and resources provided by committee members help to ensure that all aspects of technical/ occupational education reflect the needs and current conditions of the workplace and that program completers are capable of successfully completing the next step whether it be employment or further education.

D. **Report Details:**

Chair, CE Committee – The CE Committee has been meeting on a regular basis, one to two times per month as needed. The CE Committee meets on specific Mondays from 1:00 – 2:00pm via Zoom. The dates, agendas, meeting minutes, and supporting documents are all posted on the CE Committee Academic Senate website and in the CTE Committee Canvas Shell. Spring 2023 dates have been established and the first meeting is scheduled for February 13, 2023.

SWP Update

- SWP funding remains consistent, but the regional consortium is going under a complete reorganization we will know more end of Spring 2023. Attached is a copy of the most recent local and regional budgets for Round 7 (2022/2023). (See Appendix B)

Projects:

- **Career Connects powered by Job Speaker LinkedIn Learning**
 - This is an SCCRC project that is engaging employers across the region to sign up on the Job Speaker portal for internships and employment. All students have access to the platform to create a profile for the purpose of building an employment

portfolio that is skills based from the first day of class at COC. Embedded in Job Speaker is 100% access to LinkedIn Learning and in phase two will be access to build a LinkedIn Profile and this project is continued.

- **Websites:** The web designer contract with Robin Spurs was renewed for 2022/2023. All of the CE websites have Career Trees added to the site as well as interactive links that connect to ONet.com, and this project is continued.
- **Videos:** The contract for video services is finishing past videos and should have them all completed by Spring 2023. (See Appendix A)

Short Term Certificate for Employment:

- Facilities Management
- Supply Chain Management
- Certified Production Technician
- Milling and Tooling

Each one of these Certificates for Employment are in various stages in progress.

CE Faculty Training by the Association of College and University Educators (ACUE):

The course that is running right now ... just started is:

- **Creating an Inclusive and Supportive Learning Environment Online**

After Spring Break, we will be offering:

- **Designing Learner-Centered and Equitable Courses**

Both courses are micro courses and include 6/7 modules each.

Other CTE Liaison Committee Participation:

SCCRC Meetings	Chancellors Taskforce on Workforce Development
Personal and Professional Learning Committee	ACUE Cohort/Facilitator Meetings
Guided Pathways	Regular meetings with Harriet
Perkins	Academic Senate Meetings
CE Committee Meetings	Senate Executive Committee Meetings
IEPI PRT Meetings	
Meetings with Omar	

APPENDIX A

Videos in Progress (2021/2022 Contract): These videos cannot continue until the progressive reopening begins.

1. ARCHT / ID Home Staging (Beginning Stage)
2. School of Personal and Professional Learning - Vocational Programs (ESL) (Beginning Stage)
3. (2) Automotive Videos (Almost Completed)

APPENDIX B

STRONG WORKFORCE LOCAL SHARE					
22/23 Allocation Estimated Round 7			\$ 1,714,501.00	Ends 6/30/24	
21/22 Allocation Estimated balance Round 6			\$ 755,078.00	Ends 6/30/23	
			\$ 2,469,579.00		
Less 4% Indirects			\$ (94,983.81)		
Available Direct costs			\$ 2,374,595.19		
Salaries			\$ 1,253,336.28		
Benefits			\$ 626,668.14		
Holding Est at 5.33%			\$ 100,204.24		
Total Salary and Benefits			\$ 1,980,208.66		
Available after Salary and Benefits			\$ 394,386.53		

SWP Regional Budget			
Project 1	ATC		\$ 535,000.00
Project 2	Fire Academy		\$ 80,000.00
Project 3	Program Development		\$ 65,000.00
Project 4	Commerical Music Lab		\$ 100,000.00
Project 5	Marketing and Outreach		\$ 149,740.00
Project 6	Intersect Labs		\$ 100,000.00
Project 7	Project Based Learning		\$ 40,000.00
Project 8	Job Speaker & Linkedin Learning		\$ 70,200.00
Project 9	Job Developer		\$ 125,000.00
Project 10	Workforce Toolkit		\$ 20,000.00
			\$ 1,284,940.00

HUMAN RESOURCES OFFICE

Date: January 4, 2023

To: David Andrus
President, Academic Senate

From: Miranda Zamudio
Senior HR Generalist (Academic Personnel)

Subject: Discipline Assignment for Lauren Franco

Name: Lauren Franco

Position: Academic Accommodations Center (AAC) Counselor

Discipline Assignment: Community College Counselor of Students with Disabilities

The minimum qualifications for the discipline of Community College Counselor of Students with Disabilities:

- Master's degree in rehabilitation counseling **OR**
- ✓ Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, **OR**
- Bachelor's degree in marriage and family therapy or in marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); **AND**
 - Either 15 or more semester units in upper division or graduate level course work related to people with disabilities, **OR**
 - Completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services program or in a program dealing with people with disabilities, **OR**
 - Two years of full-time experience, or the equivalent, in one or more of the following:
 - (A) Counseling for students with disabilities; **OR**
 - (B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities are for persons with disabilities, or the equivalent.

Lauren Franco meets the minimum qualifications with:

- Master's degree in Counseling from California State University, Northridge
- 1.90 years of professional experience directly related to the faculty member's assignment

Name: Lauren Franco

Position: Counseling

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.

Lauren Franco meets the minimum qualifications with:

- Master's degree in Counseling from California State University, Northridge
 - 1.90 years of professional experience directly related to the faculty member's assignment
-

Santa Clarita Community College District
COLLEGE OF THE CANYONS

**Committee on Academic Freedom
Conditional Report:**

Academic Freedom and Textbook Choice

November, 2022

Chris Blakey
Chair

Tricia George
Member

Urvashi Juneja
Member

Karyl Kicenski
Member

Deanna Riveira
Member

Lauren Rome
Member

Prepared for College of the Canyons Academic Senate

Academic Freedom and Textbook Choice

- I. What are the general parameters of academic freedom regarding textbook choice?
 - A. The individual faculty member assigned to teach a particular course has the right, protected under the principles of academic freedom, to choose the materials for the course, including the textbook(s).
 - B. College of the Canyons Board Policy BP 4030 states that “academic freedom is the freedom to teach, both in and outside the classroom,” citing the American Association of University Professors (AAUP) *1940 Statement of Principles on Academic Freedom and Tenure* in support. The AAUP defines *the freedom to teach* as follows: “The freedom to teach includes the right of the faculty to select the materials, determine the approach to the subject, make the assignments and assess student academic performance in teaching activities for which faculty members are individually responsible, without having their decisions subject to the veto of a department chair, dean, or other administrative officer.”¹
 - C. Further, the principles of academic freedom apply equally to tenured, full-time untenured, and part-time faculty members.²
 - D. Though there may be good reasons for faculty to use Open Educational Resources or a Zero Cost Textbook, the principles of academic freedom preclude any kind of administrative mandate, either official or unofficial, that instructors use such materials in their courses.
 - E. The Higher Education Opportunity Act (Public Law 110-315) which requires educational institutions to disclose on the institution’s Internet site the ISBN and price of textbooks does not preclude instructors who have been reassigned to a course for which a text has been chosen and advertised from choosing their own

¹ “The Freedom to Teach,” *AAUP, Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 28.

² “The Freedom to Teach,” *AAUP, Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 28.

text.³ Of course, in all these situations, quality and cost should also be taken into consideration.⁴

II. Are there cases that override an individual instructor's independent textbook choice?

- A. There are certain cases or situations where academic departments may decide to limit individual choice of textbooks, but these cases must meet certain criteria. For example, those courses that have multiple sections and are taught by more than one instructor. In such cases, teaching duties and responsibilities are in some sense shared, and therefore may require an element of coordination, consistency, or structure between the relevant faculty members.⁵ Such courses, "require a significant amount of coordination and the imposition of a certain degree of structure, often involving a need for agreement on such matters as general course contact, syllabi, and examinations."⁶ In such cases, departments may choose a common text or list of acceptable texts for the course (though they are not required to do so).
- B. According to the AAUP, "In a multi-section course taught by faculty members, responsibility is often shared among the instructors for identifying the texts to be assigned to students ...The shared responsibility bespeaks a shared freedom, which trumps the freedom of an individual faculty member to assign a textbook that he or she alone considers satisfactory."⁷ In cases where departments choose a common textbook or list of acceptable texts, the process utilized must be clearly defined. *While this report cannot hope to outline any definitive process for all departments, there are several features of one that may be ideal.*
1. The process ought to be democratic. Stakeholders who bear responsibility for teaching the course ought to have a voice in the choice of shared teaching materials. This applies equally to tenured, nontenured, and those faculty who are adjunct instructors of the course. Furthermore, instructors should have the

³ The language of HEOA contains the following: "Rule of Construction. -- Nothing in this section shall be construed to supersede the institutional autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials." Higher Education Opportunity Act, Public Law (110-315), Section 112, Textbook Information.

⁴ See Committee on Academic Freedom Conditional Report: *What are the Instructor's Rights Regarding Textbook Choice if the Instructor has been Reassigned to a Section for Which a Text has Already Been Chosen and Advertised?*

⁵ "The Freedom to Teach," in AAUP, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 28.

⁶ Ibid

⁷ "The Freedom to Teach," in AAUP, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 28. The authors note that an administrator, dept. chair, or coordinator cannot (by *fiat*) require a certain book be used.

freedom to adopt supplementary materials to address topics they believe are “inadequately treated” in the departmentally adopted text.⁸

2. The texts chosen through this process should also remain faithful to the Course Outline of Record. In short, the original approved curriculum in the COR is the document guiding any selection of learning materials for a given course.
3. The process should be transparent to department members, aligned with standards of fairness and allow for substantial reflection and discussion.
4. The process ought to weigh such considerations “as quality, cost, availability, and the need for coordination with other instructors or courses,”⁹ and should be revisited on a consistent periodic basis. Further, the selection process may be subject to review by the Academic Senate.¹⁰

⁸“The Freedom to Teach,” in AAUP, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 28.

⁹ “On Professors Assigning Their Own Texts to Students,” AAUP: *Association's Committee on Professional Ethics in November 2004*. < <https://www.aaup.org/report/professors-assigning-their-own-texts-students>>

¹⁰“The Freedom to Teach,” in AAUP, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 28.



BP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;
CCR, Title 5 Sections 55060 et seq. and 55521;
Health and Safety Code Section 128050

1. Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.
2. The District shall establish procedures for the screening of applicants to the nursing program.
3. The District shall consider the following when screening applicants to the nursing program:
 - Academic degrees or diplomas, or relevant certificates, held by the applicant;
 - Grade point average in relevant coursework;
 - Life experiences or special circumstances of an applicant;
 - Any relevant work or volunteer experience;
 - Proficiency or advanced level coursework in languages other than English; and
 - TEAS exam

Reviewed by Academic Senate xx/xx/2022

Reviewed by CPC XX/XX/2022

Approved XX/XX/XX

BP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; CCR, Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050

4106.1 Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

4106.2 The District shall establish procedures for the screening of nursing students.

See Administrative Procedure AP 4106

Approved 04/16/14



AP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;

CCR, Title 5 Sections 55060 et seq. and 55521;

Health and Safety Code Section 128050

1. The Nursing Department shall adopt necessary policies pertaining to the nursing program, its students and applicants, as applicable, including, but not limited to, those concerning student applications, program eligibility and admissions, program requirements, and attendance expectations, to ensure compliance with pertinent College of the Canyons' policies, and applicable rules and procedures required by the Board of Registered Nursing, the National League for Nursing – Commission for Nursing Education Accreditation, the California Department of Public Health, any applicable legislative criteria, and the nursing program's clinical partners.
2. The Nursing Department shall publish its policies in a College of the Canyons Nursing Program Handbook ("Handbook") and make that Handbook available on the Nursing Department website. The Nursing Department shall review and revise the content of the Handbook regularly to ensure it satisfies all applicable requirements of the entities and organizations delineated in Paragraph 1. At a minimum, the Nursing Department shall publish an updated Handbook every three years.
3. The Nursing Director shall initiate the process of revising the Handbook and work in concert on the Handbook's content with the chair of the Nursing Department, Dean of the School in which the Nursing Department is located, the Vice President of Instruction (or designee), and the Vice President of Student Services (or designee). The revised Handbook shall be presented to the Nursing Department faculty for ratification before it will be deemed operational and before the Nursing Department posts it on the Nursing Department website.

4. The Nursing Department may adopt policies that are consistent with the District's generally-applicable policies and procedures unless those tasked with creating the Handbook determine, in good faith, that inconsistent policies are necessary under law (statutory or regulatory), contract, or an accreditation standard. Whenever the Handbook's policies conflict with the District's generally-applicable policies and procedures, the Handbook's policies shall prevail.

Approved XX/XX/XX

MEMORANDUM OF UNDERSTANDING

College of the Canyons Office of Student Services College of the Canyons Academic Senate

CCC SSLRC Faculty Offices

January 31, 2023

This document was put together by Jasmine Ruys, VP student services, after discussion with David Andrus, Academic Senate President as an understanding of the office space within the first floor of the SSLRC building at the Canyon Country Campus. The purpose of this document is to codify the agreement of office allocation for faculty.

Background

The first floor of the SSLRC at the Canyon Country campus houses the employment center, general counseling, Academic Accommodations Center, EOPS, and CalWorks. At the time the SSLRC was originally designed, the following offices were designated for the five programs sharing the space.

Room	Program
103	General Counseling
104	General Counseling
105	Employment Center
106	Employment Center
107	Employment Center
109	Academic Accommodations Center (AAC)
110	Academic Accommodations Center (AAC)
111	CalWorks
112	CalWorks
113	EOPS
114	EOPS
116	General Counseling
117	General Counseling

**Office usage/assignment for faculty to be determined through collegial consultation between VP of Student Services, Dean of Counseling, Counseling Academic Department Chair(s), and the President of the Academic Senate.*

These spaces are intended for faculty and staff for these departments. Please see full diagram layout of the first floor at the end of this document. In addition to the three designated general counseling offices, at least one office designated to AAC, and one for CalWorks/EOPS, shall remain as "faculty offices" within the purview of the Academic Senate.

Intended Use

Within the first-floor departments, there will be classified, faculty, and short-term employees. The offices are intended for counseling faculty and the classified staff that support them. The short-term employees will work at the front counter or in other spaces throughout the office. Full time faculty, whose main office is the Canyon Country campus, will select the office they wish to take in their specific area. The use of the faculty offices will be assigned by the Academic Senate as new faculty are hired for the Canyon Country campus, in consultation with the chair(s) of the Counseling Department.

Any office not assigned in this document will be open for use from any of the services provided in the space. For example, if office 114 is not occupied by a permanent staff member, the office can then be assigned to someone working in the empowerment programs first. If the empowerment programs are not using the offices, they can be assigned to be used by general counseling, AAC, or the employment center. The Dean of Counseling will work with all programs to ensure there are no scheduling conflicts for the employees.

General Counseling

As of spring, 2023 there will be two full-time counselors assigned offices at the SSLRC. Those faculty, Liz Shaker and Erika Torgeson, will select their offices from the designated general counseling offices. Once they have selected their offices, the CSSO or designee will assign an office to Saideh Behbood, the classified staff member in general counseling. The remaining office(s) in general counseling will be used for adjunct counseling, program advisors and as overflow for the Office of Student Services, per the preceding background chart in this document. Once the offices are selected, the grid below will be completed.

Office	Designated staff or faculty
103	Adjunct/Program Advising
104	Sadeh Behbood
116	Erika Torgeson* (once Erika returns to CCC after her time as Chair are complete)
117	Liz Shaker

Academic Accommodations Center

The Academic Accommodations Center has two offices. This office will be designated a faculty office and will also be used for the Student Services Technician (classified member).

Office	Designated staff or faculty
109	Classified
110	Faculty

EOPS and CalWorks

The EOPS and CalWorks shall have four offices, designated for the Empowerment Programs. The programs have one faculty member that rotates through the Canyon Country office. Currently, Graciela Martinez rotates out to CCC one day per week. While she will not be assigned an office at CCC, she would be the one to let us know what office to designate as the faculty office. An office will also be used by a Student Service Technician as designated below.

Office	Designated staff or faculty
111	Rotating counselor/staff
112	Classified staff member
113	Rotating counselor
114	Rotating counselor/staff

Employment Center

Currently, the employment center does not have any faculty working in the office. However, if the employment center determines there is a need for counselors to work within the office, one of the offices will be utilized by a faculty member for private appointments.

New hires

As new faculty are hired for counseling services at CCC, the current offices within that program that are not assigned to a full-time faculty member or a classified member may be assigned to the newly hired faculty member, per the faculty office assignment procedures of the Academic Senate.* The intention of the designating specific offices for programs is to ensure we will provide those services to our students at the CCC. The new faculty member should be able to select an office intended and most appropriate for their program.

*Any reassignment of counseling faculty may also necessitate a change in office assignment.

Temporary Swing space

In the spring of 2023, the Valencia counseling office will be renovated. This space will need to be vacated by all counselors and staff. Many of our counselors will be assigned to the Canyon Country campus at that time. We will then need to utilize all faculty offices for general counseling during that time. Any adjuncts or full-time counselors that are not permanently at CCC will be condensed into one office while the renovations are taking place. Utilizing the space for general counseling that is normally housed at the Valencia campus is temporary and is not intended to be a permanent use of the offices of other programs. Once renovations are complete, the general counselors will move back to their assigned offices on the Valencia campus and the offices on the first floor of the SSLRC will be designated back to the original programs, as subsequently detailed in this memorandum of understanding.

Periodic Review

Through collegial consultation, this memorandum of understanding shall be reviewed every five years, or sooner if necessary, to reassess need and usage of the CCC SSLRC Faculty Offices.



DISCUSSION ITEM TOPIC:

Face to Face Instruction Web Enhanced Practices

ISSUE/ITEM BACKGROUND:

At the December 8, 2022 meeting of the Academic Senate, there was a discussion of web enhanced face to face (in-person) instruction. This discussion took place during a review of the Senate's policy formally recognizing 8 different instructional modalities. Obviously, instruction has evolved as a result of the Covid-19 pandemic, and with it a more nuanced understanding of instructional delivery, distance education and what best serves students in various formats.

To be clear, using technology to enhance face to face instruction is allowed, and in fact, encouraged. To not do so would leave our students dumbfounded. However, given all we have learned about our students since we embraced new, alternative modalities over the last three years, it is important to not conflate instructional modalities to the detriment to our students. We need our students to understand what is and is not an instructional possibility at the point of registration, generally speaking.

The Academic Senate and Office of Instruction are not looking to establish a policy regarding this matter. However, a best practices or FAQ sheet might be helpful. Other colleges have already defined or issued statements regarding web enhanced face to face instruction. We can look to those colleges as a reference for our own work on this matter. This discussion topic is intended to foster extensive feedback in order for a best practices or FAQ sheet to be as comprehensive as possible. Again, the issue to be determined is, what is a proper web/tech enhanced class? Some starting points for a web enhancement discussion are:

- instructional delivery
- assessments
- assignment submissions
- grading/gradebook
- contact hours
- third party digital platforms
- announcements
- instructional resources/materials

ISSUE/ITEM TO BE DETERMINED OR ADOPTED:

This is a discussion item to assist in the determination of future action, if any, by the Office of Instruction or Academic Senate.