



# College of the Canyons Academic Senate

March 9, 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

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## AGENDA

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

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

### A. Routine Matters

1. Call to order
2. Public Comment
  - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:
  - Selection Committee Appointments (pg. 3)
  - Tenure Committee for Lauren Franco (pg. 3)
5. Sub-Committee Summaries:
  - Senate Exec October 20, 2022 summary (pg. 8-11)
  - Senate Exec November 17, 2022 (pg. 12-14)
6. Approval of the Consent Calendar
  - Academic Senate Summary, February 23, 2023 (pg. 4-7)
  - [Curriculum Committee Summary](#), March 1, 2023

### B. Reports

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

1. 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.*

*none*

### D. Discussion

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

1. Face to Face Instruction Web Enhanced Practices, David Andrus & Dr. Omar Torres (pg. 15-16)
2. BP/AP 5070 (Attendance), Gary Collis
  - a. BP 5070 (Attendance) current version (pg. 17)

- b. AP 5070 (Attendance) current version (pg. 18-22)
  - c. BP 4233 (Attendance) current (pg. 23-25)
  - d. AP 4233 (Attendance) current (pg. 26)
  - e. Student Excused Absence Form, approved by the Senate on Nov. 21, 2019 (pg. 27)
- 3. BP/AP 4226 (Multiple and Overlapping Enrollments) Gary Collis
  - a. BP 4226 (Multiple and Overlapping Enrollments) (pg. 28)
  - b. AP 4226 (Multiple and Overlapping Enrollments) (pg. 29-30)
- 4. Student Housing Update, Dr. Jasmine Ruys

#### **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. Self-Service Update and Continuous Discussion

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

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

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

#### **G. Announcements**

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

#### **H. Adjournment**

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The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjI PUT09>

**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 |
|------------|-----------|-------------|
| Tara       | Williams  | FTF         |

### Tenure Committees 2022-2023

| Last Name | First Name | School     | Committee Chair | Peer Evaluator | Administrator | Full Time Faculty Hire Date | Status   |
|-----------|------------|------------|-----------------|----------------|---------------|-----------------------------|----------|
| Franco    | Lauren     | Counseling | Stephanie Lee   | Sab Matsumoto  | Will Francis  | Spring 2023                 | 1st year |

## Academic Senate Meeting Summary for February 23, 2023

| <b>Voting Members</b>                |   |          |   |  |          |
|--------------------------------------|---|----------|---|--|----------|
| <i>Senate President</i>              | <i>David Andrus</i>                         | <i>X</i> | <i>Business Senator</i>                             | <i>Regina Blasberg</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>Garret Rieck proxy for Tricia George</i> | <i>X</i> | <i>Personal &amp; 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>Tammera Rice proxy for Rebecca Shepherd</i> | <i>X</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>VACANT</i>                               | <i>A</i> | <i>Adjunct Senator</i>                              | <i>Mireya Milian</i>                           | <i>X</i> |
| <i>SBS Senator</i>                   | <i>Tammera Rice via zoom</i>                | <i>X</i> | <i>X= Present</i>                                   | <i>A= Absent</i>                               |          |

| <b>Non-voting Members</b>                   |          |   |          |
|---|----------|---|----------|
| <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> |

| <b>Guest</b>             |          |                        |          |                        |          |                      |          |
|--------------------------|----------|------------------------|----------|------------------------|----------|----------------------|----------|
| <i>Albert Loaiza</i>     | <i>X</i> | <i>Dr. Jasmin Ruys</i> | <i>X</i> | <i>Maral Markarian</i> | <i>X</i> | <i>Stephen Burns</i> | <i>X</i> |
| <i>Anzhela Grigoryan</i> | <i>X</i> | <i>Hsiawen Hull</i>    | <i>X</i> | <i>Michelle LaBrie</i> | <i>X</i> | <i>Jason Hinkle</i>  | <i>X</i> |
| <i>Chris Blakey</i>      | <i>X</i> | <i>Jennifer Smolos</i> | <i>X</i> | <i>Nadia Cotti</i>     | <i>X</i> |                      |          |
| <i>Dianne Avery</i>      | <i>X</i> | <i>Juliana Lima</i>    | <i>X</i> | <i>Shaparak Salek</i>  | <i>X</i> |                      |          |

### A. Routine Matters

1. Call to order: 3:04pm
2. Public Comment:
  - I. Request for updates from Facilities on construction projects on campus.
  - II. COCFA is hosting Thirsty Thursday right after the senate meeting in Newhall.
  - III. Dr. Jasmine Ruys made an announcement regarding Discovery Day. There are supplemental services available for faculty and staff who participate.
3. Approval of the Agenda

- I. Motion to approve the agenda by Mike Harutunian, seconded by Arshia *Malekzadeh*. Garrett Rieck proxy for Tricia George (yes, vote, Gary Collis proxy for Erica Seubert (yes, vote), Tammera Rice proxy for Rebecca Shepherd (yes, vote). Unanimous. Approved.
4. Committee Appointments:
  - Selection Committee Appointments (pg. 3)
5. Academic Senate Release Time Memo, David Andrus (pg. 8)
  - I. The Academic Senate By-laws require an early spring semester report on how the 350% release time will be allocated annually. There is a tentative agreement with COCFA of a 60% increase in Senate release time. The release time memo will be amended in spring if the TA to the contract is ratified.
7. Sub-Committee Summaries: none
8. Approval of the Consent Calendar
  - Academic Senate Summary, February 9, 2023 (pg. 4-7)
  - [Curriculum Committee Summary](#), February 16, 2023
    - I. Motion to approve the consent calendar by Garrett Rieck, seconded by Jesse Vera. Garrett Rieck proxy for Tricia George (yes, vote, Gary Collis proxy for Erica Seubert (yes, vote), Tammera Rice proxy for Rebecca Shepherd (yes, vote). Unanimous. Approved.

## 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)
  - I. ASCCC CTE/Non-Credit Institute Conference at Compton College: David Andrus and Gary Quire will be attending the 1-day conference.
  - II. Program Dev. includes funds to pay current faculty to write curriculum and create OER outside the regular semester. Jennifer Paris's title will be corrected. Robin Spurs and Mud Turtle (video production) contracts has been renewed for spring. Gary will request from Harriet an update on the financial report and an update on the commercial music lab to share with the Senate.
2. Academic Senate Presidents Report, David Andrus
  - I. Statewide Award Winner: Congratulations to Angeli Francois for winning the statewide award.
  - II. Faculty Award Process: Senate Exec Committee will meet to finalize the award process. Call for nominations will go out next week.
  - III. BOT meeting update: An AB 928 presentation was made at the BOT meeting. The Senate will be updated on the implementation of the singular transfer process. The ASCCC, BOT and CSU's and FACCC are advocating to have life learning adopted as a local requirement of graduation.
  - IV. Update on the \$63 million grant: Dr. Ruys and Jim Schrage will report on 63 million grants being used to build student housing dorms. An update may be shared at a future meeting.

## 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:
  - Lauren Franco, Academic Accommodations Center (AAC) Counselor (pg. 15-16)
    1. Motion to Lauren Francos Discipline memo by Garrett Hooper, seconded by Arshia *Malekzadeh*. Garrett Rieck proxy for Tricia George (yes, vote, Gary Collis proxy for Erica Seubert (yes, vote), Tammera Rice proxy for Rebecca Shepherd (yes, vote). Unanimous. Approved.
2. Academic Freedom and Textbook Choice Report (pg. 17-20)
  - I. A separate policy relating to accessibility issues, which would include textbooks, is being worked on by the District and representatives of the Academic Senate.
  - II. As a general matter of understanding, the Academic Freedom Committee produces conditional reports to the Academic Senate. Conditional reports are the initial drafts of what will eventually be

considered Final Reports if adopted by the Academic Senate. Per the AP the final report is to be delivered to the CIO and the Chancellor's office. The reports will be uploaded on a more accessible area on the Academic Senate website.

- III. Motion to adopt by Mike Harutunian, seconded by Garrett Hooper. Tammy Bathke abstained. Garrett Rieck proxy for Tricia George (yes, vote, Gary Collis proxy for Erica Seubert (yes, vote), Tamera Rice proxy for Rebecca Shepherd (yes, vote). Approved.

3. BP/AP 4106 (Nursing Programs), Gary Collis

- I. BP 4106 (NEW) (pg. 22)
- II. BP 4106 (Current Version) (pg. 23)
- III. AP 4106 (pg. 24-25)
  - Special thanks to all who serve on the Program Review committee.
  - Motion to adopt both BP and AP 4106 by Lisa Hooper seconded by Mike Haratunian. Tammy Bathke abstained. Garrett Rieck proxy for Tricia George (yes, vote, Gary Collis proxy for Erica Seubert (yes, vote), Tamera Rice proxy for Rebecca Shepherd (yes, vote). Approved.

4. MOU for Student Services offices at CCC A&R Bldg., Dr. Jasmin Ruys & David Andrus (pg. 26-29)

- I. Dr. Jasmine Ruys, Erica Torgeson and counselors have approved this MOU.
- II. Motion to adopt by Arishia Malekzadeh, seconded Garrett Hooper. Garrett Rieck proxy for Tricia George (yes, vote, Gary Collis proxy for Erica Seubert (yes, vote), Tamera Rice proxy for Rebecca Shepherd (yes, vote). 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. Travel Reimbursement, Sharleen Coleal and Jason Hinkle

- I. As a reminder School dean District credit cards are for faculty to use for academic travel reservations; however, this has not been communicated as effectively as it could have been over the years. Travel Reimbursement cannot take place until after a conference has happened. There are two types of expenses: (1) air fare, hotel and conference registration, and (2) incidentals, such as gas, car rentals or food. The option for a new digital insta card app will hopefully be available soon. The app can be downloaded to any mobile phone. Business Services is in the process of developing an internal process, acknowledgement and request form. Any questions can be directed to Jason Hinkle at 661-362-3430. Many sincere thanks to Jason Hinkle and Sharlene Coleal for working with Senate leadership and Dr. Torres to improve our academic reimbursement processes.

2. Web Committee Updates, Hsiawen Hull, Stephen Burns & David Andrus

- I. Updates were provided regarding menu formatting changes that will soon be implemented to certain 2nd and 3rd level web pages on the COC web site. This does not include the home page. The Senate was updated on the long-term possible changes to our web site management and improvement, as well as challenges with maintaining accessibility for all posted web and District content.

3. Face to Face Instruction Web Enhanced Practices, David Andrus & Dr. Omar Torres (pg. 30)

- I. The idea is to come up with best practices and not a policy. Some faculty use technology tools and others minimally. Face-to-face classes look different in various courses. Assessment delivery is an important part of this discussion. The District is obligated to ensure class modalities student are enrolling in stay true to what they reasonably expect at the point of enrollment. This item will return as a discussion item on the next agenda.

#### 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 9<sup>th</sup>, March 23<sup>rd</sup>, April 13<sup>th</sup>, April 27<sup>th</sup>, May 11<sup>th</sup> & May 25<sup>th</sup>
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- 2023 ASCCC Spring Plenary Sessions: April 20<sup>th</sup> -22<sup>nd</sup>, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

#### **H. Adjournment:** 5:08 pm.

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**Please note:**

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5. 1117 Walnut Street, Inglewood, CA 90301
6. 6405 SW Puppy Place, Bentonville, AR.



COLLEGE OF THE CANYONS  
ACADEMIC SENATE  
EXECUTIVE COMMITTEE MEETING

October 20, 2022

11:00 a.m. to 12:00 p.m.

**Summary**

**Attendees:** Alisha Kaminsky, Christopher Blakey, Dr. Claudia Acosta, David Andrus, Garrett Rieck, Gary Collis, Gary Quire, Jason Burgdorfer, Julie Johnson, Lisa Hooper, Marilyn Jimenez, Miriam Golbert, Sarah Etheridge, Tricia George.

**A. Routine Matters**

1. Call to order: 11:05 am
2. Public Comment: none
3. Approval of the Agenda
  - I. Motion to approve the agenda by Gary Quire, seconded by Gary Collis.  
Unanimous. Approved

**B. Consent Calendar**

1. Adoption of Sept.22, 2022 Ex. Comm. Summary (pg. 3-5)
  - I. Motion to approve the consent calendar by Miriam Golbert, seconded by Chris Blakey. One abstention by Dr. Claudia Acosta. Approved.

**C. Reports:**

1. Academic Senate Presidents Report
  - a) ASCCC Vice President Report for Area C
    - I. This report includes an update from the Common Course Numbering Task Force. In addition, there is mention of various initiatives coming from the state.
  - b) ASCCC Area C Preliminary Resolution Packet Fall 2022
    - I. This is the full resolution packet that will be discussed at plenary. The packet will be shared with everyone on campus via e-mail.
  - c) ASCCC Additional Area C Proposed Resolutions
    - I. This document includes last minute resolutions that various colleges proposed. This will be moved statewide to be included as part of the final resolutions packet. David welcomes feedback from faculty as to how to vote for resolutions.
  - d) Facilities Master Plan Update: A request was included in the plan for a possible larger Senate meeting conference room.



- e) Regular meetings with Committee chairs: David is meeting regularly with committee chairs to learn about their committee work and needs.

**D. Action:** None

**E. Discussion**

1. 2022 ASCCC Exemplary Program Award

- a) Theme: *Walk a Mile in Someone Else's Shoes: An Ethnic Studies Approach to California Community Colleges Curriculum*
- b) Standard: *Excellence in this area will be demonstrated by understanding the experiences, challenges, and thought processes of students, and the promotion of efforts to teach ethnic studies centered on African American, Chicano/Latino, Asian American, and Native American courses which enable students to learn about their own stories*

- I. The idea is to improve our local awards process. Originally, 3 out of the 6 awards were modeled off the statewide awards and rubric. The awards at the statewide have a thematic approach that is different every year. This year's Program Award is related to Ethnic Studies. Past local Program Award recipients were Robert Wonser and Julie Johnson. The Program Award now includes an open nomination period that ends on Nov. 6<sup>th</sup>. There is concern that some of our local award honorees may not be as competitive statewide if their candidacy does not reflect the 2023 ASCCC thematic criteria. How does the Senate address multiple candidates if only one name can be forwarded? There may not be a program to promote that relates to the ASCCC Ethnic Studies 2023 theme. However, if anyone feels different, they can let David know. CETL may not meet this theme (this year). If the ethnic studies class is approved for Area F, this may be one area to promote.

2. Local Faculty Award Documents for Review

- a) Academic Senate Standing Policy on Faculty Awards (Proposed Revisions) (pg. 6-7)
  - II. This policy was adopted by the Senate and is now being proposed with revisions. There is now a new nomination criterion stating someone cannot nominate themselves. All mention of the word "shall" were changed to "may."
- a) Local Award Criteria/Announcements (Adopted Spring, 2022)
  - I. There are some areas that are very focused. As a reminder, Garrett Rieck was the recipient for the Program Award the program focused on equity in an online environment.
- b) 2022/23 Proposed Local Award Timeline (pg. 8)
  - I. The new call for nominations is 02/27/2023 and the closing time is 04/13/2023. Nominations will close after spring break to give people an extra week to review.
- c) Executive Committee Deliberations Guidelines (Adopted Spring, 2022) (pg. 9)

- I. This document has not changed and is what was adopted last year only by Senate Exec. This document can be changed at any time. As a reminder there is a Senate Executive Committee Canvas shell where these documents are housed.
- II. Should people be allowed to submit a letter of support?
- III. Award Rubric: The committee agreed with jettisoning the rubric. However, there was some concern with removing rubrics. This may be important when dealing with colleagues to quantify a decision to avoid being seen as a popularity contest. The idea is to develop the committees own rubric. Rubrics would need to be publicized. David will draft a rubric and will bring this document back. The document may be done by end of the semester to review in spring. Need to distinguish nominating criteria vs a rubric being used internally.
- IV. Governance Award: The rubric can be cut down and reworded into different criteria. This will no longer be called a rubric. The rubric will instead be the internal process for review (for all awards). The criteria will be used for public distribution (for all awards).
- V. Collegiality and Campus Citizenship Award: There may be some areas of overlap if faculty are in governance, and they are working with others for shared collegial outcomes. What are the criteria for measuring subjective ideas such as positive attitude or courage? The description states positive input towards students. This will be difficult to measure without the student voice. Students should be allowed to nominate someone for specific awards (such as the educator award). There needs to be a way to enter this into the rubric as objectively as possible.
- VI. International Education Faculty Award: The suggestion is to add, “the nominee has shown a commitment to international education in the following way....” What if the candidate only meets 4 out of 6 requirements, would that qualify? Another suggestion is to reword to read as, “Has achieved some or all” and have those on Senate Ex. Comm. deliberate based on the number of criteria met.
- VII. Excellence in Education (called this to include non-instructional faculty): This award is not just about teaching in the classroom. DEI is important and it seems to be the major focus. This is the same as in teaching in education. DEI is omnipresent everywhere. The emphasis of DEI is on how many students have been left behind because they can’t relate to the subject matter. Support for open access has reverberations of OER. There is a lot in the description that may be very ambiguous. Maybe helpful to update DEI with IDEAA. As a reminder the acronym IDEAA stands for Inclusion, Diversity, Equity, Accessibility & Anti-racism. The open access means a lot more than OER and 508. OER can be good or very bad and just because someone is using OER doesn’t mean they are a good educator.
- VIII. Gary will share pages 8-9 of the policy. The last sentence under nominating, states, “Any member of the academic senate exec

committee that is nominated for an award must recuse themselves.”  
The idea is to prohibit members of the Senate Ex. Comm. from engaging in the deliberation process and for being nominated. The Senate Exec Committee’s role is to administer the deliberations. David will work on a rubric and the remaining awards will be reviewed.

**E. Unfinished Business**

**F. Announcements**

- Next Academic Senate Meeting Fall 2022: Nov. 3<sup>rd</sup>, Nov. 17<sup>th</sup>, Dec. 8<sup>th</sup>, 2022.
- 2022 Fall ASCCC Plenary Session-Hybrid Event: Nov. 3<sup>rd</sup> – 5<sup>th</sup>, 2022, The Sheraton Grand Sacramento
- 2023 ASCCC Curriculum Institute-Hybrid Event: July 12<sup>th</sup> – 15<sup>th</sup>, 2023, Riverside Convention Center in Riverside.
- 2023 ASCCC Faculty Leadership Institute: June 15<sup>th</sup>-17<sup>th</sup>, 2023, Westin San Francisco Airport Hotel.
- 2023 ASCCC Spring Plenary Sessions: April 20<sup>th</sup> -22<sup>nd</sup>, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

**G. Adjournment:** 12:10 pm.



COLLEGE OF THE CANYONS  
ACADEMIC SENATE  
EXECUTIVE COMMITTEE MEETING

November 17, 2022

11:00 a.m. to 12:00 p.m.

**Summary**

**Attendees:** Alisha Kaminsky, Christopher Blakey, Dr. Claudia Acosta, David Andrus, Garrett Rieck, Gary Collis, Gary Quire, Julie Johnson, Katie Coleman, Marilyn Jimenez, Sarah Ethridge, Teresa Ciardi & Tricia George.

**F. Routine Matters**

1. Call to order: 11:15am
2. Public Comment: none
3. Approval of the Agenda:
  - I. Motion to approve the agenda by Claudia Acosta, seconded by Chris Blakey.  
Unanimous. Approved.

**G. Consent Calendar**

2. Adoption of October 20, 2022 Ex. Comm. Summary (pg. 3-6)
  - I. Motion the consent calendar by Gary Quire, seconded by Garrett Rieck.  
Unanimous. Approved.

**H. Reports:**

1. Academic Senate Presidents Report: none

**I. Action:**

1. Local Faculty Award Documents
  - a. Academic Senate Standing Policy on Faculty Awards (Proposed Revisions) (pg. 7-8)
    - I. The standing policy was listed on the Nov. 17<sup>th</sup> Academic Senate Agenda
  - b. 2022/23 Proposed Award Timeline (pg. 9)
  - c. Executive Committee Deliberations Guidelines (Adopted Spring, 2022) (pg. 10)
    - I. Motion to approve all 3 items action by Julie Johnson, seconded by Sarah Ethridge. Unanimous. Approved.
2. 2023 ASCCC Hayward Award
  - a. Liz Shaker (FT)
  - b. Angeli Francois (PT)
    - I. The Hayward award is the Excellence in Education and does not focus on teaching. Angeli Francois was nominated for both the Hayward and Stanback awards.
    - II. The suggestion from the committee was to forward more than one local nominee to the state as colleges are allowed to submit 1 F/T and 1 P/T. A packet will need to be submitted as a testament to their work.

It was mentioned that there may be some faculty who may not want to be nominated. While this award is 2023 it is honoring the 2022 year.

III. The Hayward award is due Dec. 15<sup>th</sup>.

IV. Motion to forward both by Teresa Ciardi, seconded by Dr. Claudia Acosta. Unanimous. Approved.

3. 2023 ASCCC Stanback Stroud Diversity Award

a. Pamela Williams-Paez (FT)

b. Angeli Francois (PT)

c. Preeta Saxena (PT)

i. As a reminder the Program Award had a theme at the state level, and this couldn't be aligned at the local level.

ii. Last year there were two local award recipients. Angeli helped to write the *Emerging Leader's* course and has the intention to continue teaching this class in an online format. Both Pamela Williams Paez and Angeli have worked on closing equity gaps and have served on DEI and IE2 groups. Angeli has been chairing a faculty inquiry group for IE2.

iii. The Diversity award is **due Feb. 5<sup>th</sup>** and faculty will be off contract. In the procedures it is written to forward a local award recipient to the state. Pamela was the driving force for the local diversity requirement. The committee unanimously supported forwarding Pamela to the state for statewide award consideration. It was stated that this not meant as disrespect to the P/T faculty.

iv. Motion to advance Pamela Williams-Paez as a nominee for a statewide award by Chris Blakey, seconded by Claudia Acosta. Unanimous. Approved.

J. Local Award Criteria/Announcements (Proposed Revisions)

I. This packet was previously shared with the entire campus. This packet includes the criteria and rubrics for all six awards, Excellence in Education, Diversity, Program, International Education, Governance, and the Collegiality awards.

II. Regarding the Excellence in Education Award there may be some faculty who are great educators but may not be involved in other areas on campus. It was recommended to reword to read as a "commitment to students" and not "COC." How is being a good education defined?

III. For the reminder awards, the word "automatically" was removed as people will be "considered" instead. There needs to be a narrative from the nominating party. It is not clear what the minimum documentation may be. The committee needs to develop a narrative for final scores and the committee prefers a more generic rubric. The committee used rubrics and the suggestion is to use them again. The ability for faculty to nominate themselves was taken out to ensure a sense of integrity.

IV. The award nomination will need to be shared by the end of February.

F. Unfinished Business

#### **G. Announcements**

- Next Academic Senate Meeting Fall 2022: Nov. 17<sup>th</sup>, Dec. 8<sup>th</sup>, 2022. Spring 2022: Feb. 9<sup>th</sup>, Feb. 23<sup>rd</sup>, March 9<sup>th</sup>, March 23<sup>rd</sup>, April 13<sup>th</sup>, April 27<sup>th</sup>, May 11<sup>th</sup> & May 25<sup>th</sup>
- 2023 ASCCC Curriculum Institute-Hybrid Event: July 12<sup>th</sup> – 15<sup>th</sup>, 2023, Riverside Convention Center in Riverside.
- 2023 ASCCC Faculty Leadership Institute: June 15<sup>th</sup>-17<sup>th</sup>, 2023, Westin San Francisco Airport Hotel.
- 2023 ASCCC Spring Plenary Sessions: April 20<sup>th</sup> -22<sup>nd</sup>, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

**H. Adjournment:** 12:05 pm.

## ACADEMIC SENATE DISCUSSION ITEM

### DISCUSSION ITEM TOPIC:

Face to Face Instruction Web Enhanced Practices **(Revised)**

### 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

This topic was discussed at the February 23, 2023 meeting of the Senate. The information received from this discussion was useful in understanding various perspectives as to what constitutes web enhancement for a traditional in-person class. The Senate leadership concluded that further discussion to collect additional input and anecdotal information is necessary to have a complete understanding of the matter.

**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. However, Senate leadership is consider drafting an Academic Senate Statement, per Senate bylaws, to communicate to its faculty constituents what should and should not be considered "web enhancement" of traditional in-person classes. No Senate policy or resolution is currently being considered.





## **BP 5070 Attendance**

### **References:**

California Code of Regulations, Title 5, §§ 58003, 58004; California Community Colleges Chancellor's Office's Student Attendance Accounting Manual; HEA Sec. 103 and 484(l); 34 CFR 600.2; 34 CFR 668.3

Regular class attendance is an integral part of the learning process. Therefore, the Santa Clarita Community College District (District) expects its students to attend, and participate in, all classes in which they enroll.

The District shall comply with all attendance accounting requirements required by law, including, but not limited to, those regarding attendance monitoring and reporting.

The District shall adopt administrative procedures concerning both attendance accounting and attendance.



## **AP 5070 Attendance**

### **References:**

California Code of Regulations, Title 5, §§ 58003, 58004; California Community Colleges Chancellor's Office's Student Attendance Accounting Manual; HEA Sec. 103 and 484(l); 34 CFR 600.2; 34 CFR 668.3

### **Definitions**

**Absence:** Lack of physical presence during a class's scheduled meeting time either (1) in the location designated for an in-person class meeting to be conducted or (2), in the case of classes taught by the Partially Online Synchronous (POS) or Fully Online Synchronous (FOS) modalities, within sufficient physical proximity to an electronic device that is connected to the class session via the audio/visual technology platform required by the instructor to enable uninterrupted, distraction-free, two-way communication with the instructor.

**Academic Departments:** As defined by Board Policy 4023.

**Academic Freedom:** As defined by Board Policy 4030.

**Academically Related Activities:** Non-passive, interactive instructional activities occurring in a class taught by a Distance Education modality, which may include, but are not limited to, completing an academic assignment, exam, interactive computer tutorial, or online discussion on academic matters; engaging with the instructor of record synchronously or asynchronously on academic matters; attending a synchronous class meeting, study session, or supplemental learning activity conducted with the use of video or audio technology. Academically Related Activities excludes passive, non-interactive conduct, such as reading a textbook or other instructional material; accessing a class's digital instructional platforms, through the District's learning management system or otherwise; downloading/accessing assignments or other materials; watching videos. In addition, Academically Related Activities exclude participating in academic counseling or advisement.

**Census Date:** The third Monday of the class for semester length classes. For classes that do not meet for the length of the semester, the census date is 20% of the class. If the census date falls on a holiday, the census date shall move to the next succeeding instructional day.

**Census Drop:** Removal of a student from a class roster because the student stopped attending the class prior to Census Date.

**Distance Education:** As defined by Administrative Procedure 4105.

**Dual Enrollment:** As defined by Board Policy 5010.

**Excessive Absences:** An accumulation of Unexcused Absences - in a class not being taught through a Distance Education modality - amounting to 10% of more of the total number of regularly scheduled meetings of that class.

**Extenuating Circumstances:** Unexpected and sudden events beyond the reasonable control of a student that a reasonable person would conclude justified Absence from a college course including, but not limited to, illness/injuries, accidents, and the like.

**Intercollegiate Activity Participation:** Participation in competitions and similar events during which District students compete against, or otherwise engage with, students from other educational institutions in conjunction with a course for which District students may earn college credit, such as athletic, performing arts, and forensic team competitions.

**Last Date of Attendance:** For traditional classes and those taught using the not taught by a Distance Education modality, a student's Last Date of Attendance will be, if known, the date on which the student last attended the class or, if that date is not known, the midpoint of the financial aid period. For classes taught using a Distance Education modality, a student's Last Date of Attendance will be the last date on which a student completed an Academically Related Activity.

**No Show Drop:** Removal of a student from a class roster because the student failed to attend the class's first meeting, except for any student to whom the instructor of record granted express permission, in advance of the first class meeting, to miss that meeting.

**Unexcused Absences:** Any Absence lacking Extenuating Circumstance supported by adequate documentation.

### **Attendance Accounting**

Reporting Attendance Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:

1. Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
2. Selection of a single primary term length for credit courses
3. Reporting of FTES during the "first period" (between July 1 and December 31) and "second period" (between July 1 and April 15)
4. Compliance with census procedures prescribed by the California Community College Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
5. Preparation of census day procedure tabulations
6. Preparation of actual student contact hours of attendance procedure tabulations
7. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
8. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.

9. Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she/they served.
10. Maintenance of the colleges in the District for at least 175 days during the fiscal year.

The Office of Institutional Research, in collaboration with Instruction, Business Services, and Student Services shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes. Attendance is reported on the Apportionment Form CCFS-320 and the Apprenticeship Form CCFS-321.

### **General Attendance Principles**

The Santa Clarita Community College District (District) expects students to attend, and participate in, all classes in which they have enrolled.

Students wishing to drop a class in which they have enrolled, those who have stopped attending or participating, and those who anticipate or encounter circumstances that will cause them to be absent from or otherwise unable to participate in a class for an extended time period (whether due to illness/injury, personal/family emergencies, otherwise) shall promptly drop themselves from the class. A student desiring or intending to withdraw from a class, or otherwise qualifying for involuntary withdrawal, may not anticipate or expect that faculty will implement his, her, or their removal from a class roster.

Only students enrolled in a class may attend a meeting of that class without receiving advance, express permission from the class's instructor of record, unless the law or District policy/procedure entitles attendance by others.

Absences from class accumulate from the first class meeting. Students must attend the first meeting of a class in which they are enrolled unless the instructor of record provides, in advance of the first class meeting, express permission to the student to be absent without being subject to withdrawal. Instructors of record may, but are not required to, (1) grant students permission, before the first meeting of a class, to miss the first class meeting without being subject to withdrawal or (2) add students who fail to attend the first meeting of a class (whether waitlisted or not) to a class roster.

Instructors of record must enter any No Show Drop into the District's MyCanyons system before the end of the first week of class.

Instructors of record must enter any Census Drop into the MyCanyons system prior to the Drop Date.

Students who receive federal financial aid, and who completely withdraw from a class or are dropped for non-attendance, will be responsible for repayment of unearned financial aid funds. The sum that students must repay will be calculated using the Last Day of Attendance. The Financial Aid Office will notify students of the sum that they must return. A Financial Aid Hold will be placed on the student's record, and students will not receive services from the District, until the full sum is repaid.

**Attendance Principles for Classes Taught by the Following Modalities: (1) Traditional (Not Distance Education), (2) Partially Online Synchronous (POS), and (3) Fully Online Synchronous (FOS)**

An instructor of record may withdraw a student from a class for Excessive Absences through the District's MyCanyons system prior to the expiration of 75% of the term in which the class is offered.

An instructor of record may enforce policies outlined in a class syllabus pertaining to the treatment of tardy arrival to, or premature departure from, a class meeting as an Unexcused Absence.

Promptly after any Absence from a class in which a student is enrolled, the student shall communicate any Extenuating Circumstances explaining the Absence, and shall transmit sufficient documentation evidencing those Extenuating Circumstances, to the class's instructor of record. The instructor of record shall have discretion to treat a student's failure to initiate such communication, or to provide such documentation, within a reasonable time after the Absence as consent to the instructor's treatment of the Absence as an Unexcused Absence.

The instructor of record shall have sole discretion to determine whether the circumstances offered by a student to justify an Absence constitute Extenuating Circumstances as defined herein, and to determine the adequacy of any documentation that a student has offered to evidence those circumstances. Instructors are strongly encouraged to exercise their discretion reasonably, equitably, compassionately, and consistently with the District's educational mission.

Students shall provide a fully completed Notice of Absence Due to Intercollegiate Activity Participation Form (IAP Form), as adopted by the Academic Senate, to the instructor of record of any class from which a student knows they will be Absent due to Intercollegiate Activity Participation. Students shall deliver the IAP during the first week of the term or, if a planned Absence is unknown at that time, at the earliest reasonable opportunity after the student learns of the planned Absence. An instructor who receives such an IAP Form from a student, in advance of a disclosed Absence denoted on the form, shall excuse the Absence and not treat it as an Unexcused Absence. If the information contained in a previously delivered IAP Form becomes inaccurate due to the addition of, or removal of, a planned Absence, students shall deliver a corrected IAP Form to their instructors at the earliest reasonable opportunity after the need for the correction becomes known to the student. Any intentional misrepresentation by the student on the IAP Form invalidates it. In addition, the District strongly encourages, but does not require, that instructors who have received an IAP Form to reasonably accommodate students who, due to their Intercollegiate Activity Participation, must miss assignments or graded work by, for example, allowing those students to complete work in advance of, or after, the Absence.

An instructor of record may, but is not required to, approve the reinstatement into a class of a previously withdrawn student.

**Attendance Principles for Classes Taught by the Following Modalities: (1) Distance Education (Other than POS and FOS) and (2) Correspondence**

An instructor of record may withdraw a student from a course taught by Distance Education (except for Partially Online Synchronous (POS) or Fully Online Synchronous (FOC) modalities) or correspondence (as defined by federal and state law) modalities, through the District's MyCanyons system and prior to the

expiration of 75% of the term in which the class is offered, if the instructor determines, in the instructor's sole judgment, that the student is no longer participating in the class.

Instructors of record shall determine participation by considering a student's completion of Academically Related Activities. Instructors are encouraged to exercise their discretion reasonably, equitably, compassionately, and consistently with the District's educational mission. To enable students to act in a manner that will allow their completion of the class, instructors are strongly encouraged to notify students, through the syllabus, of the instructor's particular methodology for measuring class participation by, for example, establishing a measurable limit on assignments a student may fail to complete without being withdrawn.

To reduce subjectivity and/or any inequity from the application of differing measures of class participation, Academic Departments may, but are not required to, create methods, rubrics, metrics, or standards, for use by instructors of record teaching classes within those departments. Any mandatory methods, metrics, or standards adopted by Academic Departments must be consistent with principles of Academic Freedom.

### **Attendance Principles Applicable to Student-Servicemembers**

The District shall accommodate students who are serving in the Armed Forces, including the reserve components of the National Guard (Student-Servicemembers), during absences necessitated by service in the Armed Forces (Military Absence).

Student-Servicemembers shall (1) communicate an anticipated or ongoing Military Absence to their instructors as promptly as circumstances permit and (2) provide their instructors with adequate documentation, such as written orders or similar, official communications, evidencing the dates of their military service.

For Student-Servicemembers enrolled in classes having a synchronous meeting requirement [i.e., face-to-face; Fully Online Synchronous (FOS); Partially Online Synchronous (POS)], accommodations of a Military Absence shall include (1) classifying Military Absences as Excused Absences until they exceed 15% of all class meetings scheduled during the term and (2) permitting Student-Servicemembers to complete graded assignments that were otherwise due during Military Absences. Permitted Military Absences shall be in addition to any other allowance of absences allowed by this procedure.

For Student-Servicemembers enrolled in a completely asynchronous Distance Education class (i.e., not including FOS and POS classes) or a Correspondence class, instructors shall reasonably accommodate Military Absences by, for example, permitting Student-Servicemembers to complete graded assignments that were otherwise due during a Military Absence, opening assignments early to permit Student-Servicemembers to complete them before their absence, and the like. Although faculty shall have discretion to determine the scope and extent of such accommodations (such as the number of assignments that a Student-Servicemember will be permitted to submit late and on what timeframe), they shall exercise that discretion reasonably under the circumstances and in the spirit of promoting the academic progress of Student-Servicemembers.

## BP 4233 Attendance

*Reference: Title 5, Sections 58003, 58004; Student Attendance Accounting Manual; HEA Sec. 103 and 484(l); 34 CFR 600.2; 34 CFR 668.3*

The Santa Clarita Community College District has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5 section 58003 that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The Santa Clarita Community College District authorizes specified designated District personnel to develop and implement those procedures necessary to comply with state mandated attendance reporting requirements. This policy is applicable to all courses, regardless of delivery format, offered by the Santa Clarita Community College District.

### 4233.1 Definitions:

- A. No show drop – a drop that occurs as a result of a student not attending the first class meeting.
- B. Census drop - a drop occurs when a student stops attending a class prior to the first census drop or 20% of the course. The “drop date” shall be the end of business of the day immediately preceding the census day.
- C. Withdrawal drop –a withdrawal occurs when a student stops attending prior to 75% of the term or the 12<sup>th</sup> week of classes for full-term classes.
- D. Absences
  - 1) Excessive absences- an accumulation of excused and/or unexcused absences amounting to more than 10% of the class meetings.
  - 2) Excused absence- an absence caused by documented extenuating circumstances.
  - 3) Unexcused absence- an absence with no documented extenuating circumstance.
- E. Extenuating circumstances- verified cases of accidents, illness, and other circumstances beyond the control of the student. A student must have documentation to prove an extenuating circumstance.
- F. The last date of attendance - is either the mid-point of the financial aid payment period, as the effective withdrawal date, or the student’s last date of attendance as determined by his or her last known academically related activity. Academic related activity requires more than attendance in the student’s face to face or electronic classroom.
- G. Academically related activities include but are not limited to:
  - 1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
  - 2) Submitting an academic assignment;
  - 3) Taking an exam, an interactive tutorial or computer-assisted instruction;
  - 4) Attending a supplemental learning activity and/or study group that is assigned by the instructor;
  - 5) Participating in an online discussion about academic matters; and
  - 6) Initiating contact with the instructor of record to ask a question about the academic subject studied in the course.

- 7) Academically related activities do not include activities where a student may be present but not academically engaged, such as:
  - 1. Logging into an online class without active participation; or
  - 2. Participating in academic counseling or advisement<sup>1</sup>.
- H. Academic Engagement in Distance Education— is academically related activities, described in the relevant course outline of record, including, but not limited to regular or substantive interaction between the students and initiated by the faculty through discussion board posts, completed assignments, or electronic conversations with faculty. This does not include passive activity in the course; e.g. watching a lecture, downloading an assignment, or other non-interactive activities.
- I.
- J. Distance Education- courses that deliver instruction online using the Internet (synchronously and/or asynchronously), provide for regular and substantive contact and interaction online between instructor and students that is initiated by the instructor, and require online activities as part of a student's grade.

4233.2 For the purposes of attendance and in application of census procedures, the Santa Clarita Community College District shall clear the rolls of students with inactive enrollment for the following time periods:

- A. Been identified as a no show, or
- B. Stopped attendance prior to the Census date, or
- C. Stopped attendance prior to the Withdrawal date.

4233.3 A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences related to nonattendance.

4233.4 Regular and punctual attendance is an integral part of the learning process. Students of the Santa Clarita Community College District are expected to attend all scheduled classes in which enrolled. An instructor has the authority to drop a student who violates written attendance policies. Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

- A. Only persons who are registered for a class at the Santa Clarita Community College District may attend that class. Students are expected to attend all class meetings for those courses in which they are enrolled. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be dropped or withdrawn from the course.
- B. Students who fail to attend the first scheduled class meeting or fail to obtain permission from the instructor regarding absence before the first scheduled class meeting shall be dropped as a no show from the course.

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<sup>1</sup> Participation in academic counseling and advising are no longer considered to be academic attendance or attendance at an academically related activity. (*Federal Student Aid Handbook, June 2012; Chapter 1 – Withdrawals and the Return of Title IV Funds*)



- C. It is the student's responsibility to consult with the instructor regarding excused or unexcused absences. Absences begin to accumulate with the first scheduled class meeting.
- D. Any student with excused or unexcused absences amounting to more than 10% of the class meetings may be dropped or withdrawn from the class. An instructor may drop a student up until 20% of the course (the 2<sup>nd</sup> week of a full semester length class) or withdraw a student from a course up until 75% of the course (the 12<sup>th</sup> week of a full semester length class) due to excessive absences.
- E. Absence due to an extenuating circumstance may be accepted by the instructor as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students anticipating or encountering extended absences due to medical, personal or family emergencies should remove him or her from the course.
- F. The faculty member may establish a limit on tardy or leaving early from the course to equal an absence. This classroom procedure shall be established in the syllabus for students on the first day of the course.
- G. It is the student's responsibility to officially drop or withdraw from a course. Students failing to officially drop or withdraw from a course may receive an "FW" grade.

#### 4233.5 Distance Education Courses

- A. Faculty shall initiate regular and substantive interaction with students in distance education courses.
- B. A student's absence from a distance education course shall be determined by the last day on which the student was academically engaged and participated in an academically related activity in the class.
- C. The last date of attendance for students enrolled in a distance education course will be used in determining a student's absences and subsequent drop or withdrawal from a class.

#### 4233.6 Financial Aid Repayment

Any student who receives Federal financial aid and completely withdraws or fails to complete any units during the payment period or period of enrollment, will be required to repay any unearned financial aid funds.

See Administrative Procedure AP 4233

Approved 09/17/14

## AP 4233 Attendance

- 4233.1 (A) The faculty shall drop students for no-show and census drops. The faculty member will no show drop a student via My Canyons during the first week of the course if the student did not attend the first day of the course. Instructors are not obligated to hold a seat for a student that does not attend the first day of the course.
- (B) The faculty member will drop a student via My Canyons prior to the census date of the course if the student stopped attending the course after the first day of the course.
- (C) The faculty member has the opportunity to withdrawal a student from the course if the student stopped attending after the census date and missed more than 10% of the course meetings up until 75% of the course.
- (D) The faculty member may establish a limit on tardy or leaving early from the course to equal an absence. This classroom procedure shall be established in the syllabus for students on the first day of the course.
- 4233.2 Students must attend all courses, in person or on-line, that show on their schedule. If the student stops attending the course, it is the responsibility of the student to drop the course from his or her record.
- 4233.3 An instructor may approve a reinstatement for a student into their course if the student shows the excessive absences were a result of a documented extenuating circumstance. An instructor does not have to approve a reinstatement back into his or her course.
- 4233.4 Students must actively participate in online courses to prove attendance. Attendance in an online course will be counted when a student participates in an academically related activity. If the student does not participate in an academically related activity throughout the course, the instructor may drop the student for non-attendance.
- 4233.5 Students who receive federal financial aid, and are dropped for non-attendance, will be responsible for repayment of any unearned financial aid funds. The Financial Aid office will provide students with the repayment amount based on the last day of attendance in courses dropped. The student must repay the money back to the college or a hold will be placed on the student's record. The student will not receive college services until the unearned financial aid funds are repaid and the hold is removed.



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Dear Professor \_\_\_\_\_,

(Name/ID) is a member of the 2019/2020 (Team). (Team) has scheduled contests this term that may affect his/her academic schedule and result in them having to miss at least a portion of one class meeting. Collegiate team members are required to give this letter to each of their professors at the beginning of the course in which their class time participation may be affected.

The District sponsors a variety of student-driven activities that may be scheduled during class meeting times. While every effort is made to avoid such conflicts, we are requesting your understanding and support in accommodating this student. Accommodation may be to allow the student to complete work ahead of time, participate in another class section, or make up missed work. Our team members know that academics should be their *first priority*. This notification is to be delivered within the first week of your course and/or as soon as they learn of an upcoming conflict. Notifications after the first week may result from additional or rescheduled competitive events, or post-season play.

As College of the Canyons coaches and/or advisors, we place great emphasis on academics and strive to do all that is possible to ensure team members achieve academic success. We appreciate your consideration in this important matter. If you have any questions or concerns please do not hesitate to reach out.

Thank you, in advance, for your support,

\_\_\_\_\_, Coach/Advisor <contact information>

\_\_\_\_\_, Dean &/OR Athletic Director <contact information>

| Class Name & Section # | Date(s) Affected/Event | COC Departure Time |
|------------------------|------------------------|--------------------|
|                        |                        |                    |

<Finalized competition schedule attached>



## **BP 4226 Multiple and Overlapping Enrollments**

Reference:

Title 5 Section 55007

1. The CEO shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.
2. The CEO shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

See Administrative Procedure AP 4226

Approved by CPC XX/XX/XX

Approved by Board xx/xx/xx



## **AP 4226 Multiple and Overlapping Enrollments**

### **Reference:**

Title 5 Section 55007

### **1 Multiple Enrollments**

A student may enroll in two or more sections of the same credit course during the same term only if the length of the course sections in which the student has enrolled are such that the student will never be simultaneously enrolled in the same course.

### **2 Overlapping Enrollments**

- a. “Overlapping enrollment” refers to the circumstance in which a student is enrolled in two or more courses where any synchronous meeting time(s) for the courses overlap.
- b. A student’s course schedule may not include overlapping enrollment unless the student submits a completed Petition for Overlapping Classes (Petition) to the Office of Admissions & Records, prior to the District’s applicable deadline to add classes to a student’s schedule, that has been signed by (1) the petitioning student, (2) the instructor of record of the class from which the petitioning student seeks to be absent due to the overlapping schedule (Overlapped Course), and (3) the Dean having supervisory authority over the Overlapped Course.
- c. Enrollment in overlapping courses is disfavored and a student may enroll in overlapping courses only if (1) the student articulates good cause in the Petition for the need to enroll in overlapping courses for reasons that do not include mere scheduling convenience (“Good Cause Articulation”), (2) the student and the instructor of record of the Overlapped Course agree to a detailed plan, articulated in the Petition and which does not include the petitioning student’s attendance of a different section of the Overlapped Course, whereby the student and the instructor will meet synchronously for at least the same number of minutes of the Overlapped Class that the student will miss in a given week during that same week, such as attending office hours (“Make Up Plan”), and (3) the petitioning student will miss no more than 15 minutes, inclusive of both the period of overlap and any passing time that it will reasonably be expected for the petitioning student to travel from one class to the next, of any single class meeting of the Overlapped Class (“Missed Time”).
- d. The Office of Admissions & Records shall prepare a form Petition, and make it available to students, on which petitioning students must (1) identify the names, course and section numbers, classroom locations (if applicable), instructional modalities (i.e., traditional or Distance Education), and meeting times of the overlapping courses, (2)

denote the Missed Time, (3) provide their Good Cause Articulation, and (4) describe the Make-Up Plan.

- e. In addition to verifying the accuracy of all information that petitioning students have inserted on the Petition, students who sign a Petition (1) agree to be enrolled in the Overlapped Course, (2) represent to the District that they will comply with the Make-Up Plan, and (3) pledge to pay for the Overlapped Course at the time of registration.
- f. Instructors of record of an Overlapped Course who sign a Petition represent to the District that (1) they approve of the enrollment of the petitioning student in the Overlapped Course, (2) they will comply with the Make-Up Plan and (3) the petitioning student first attended the Overlapped Course prior to the District's deadline for students to add the class.
- g. A Dean may sign a Petition only if (1) the petitioning student has inserted all information required by the Petition, (2) the Dean is satisfied, despite the District's general disfavor overlapping classes, with the adequacy of the petitioning student's Good Cause Articulation, (3) the Dean is satisfied that the Make-Up Plan articulated in the Petition complies with the requirements of this procedure, (4) the Petition has been signed by the petitioning student and the instructor of record of the Overlapped Course, (5) the Dean has independently verified the accuracy of the Missed Time calculation that the petitioning student has provided, and (6) the Dean has verified that the instructor of record's signature on the Petition is genuine.
- h. The Office of Admissions and Records shall enroll the petitioning student in the Overlapped Course after the Petition is signed by the appropriate dean.
- i. The Office of Admissions and Records shall notify the petitioning student if the Petition is rejected.

Approved by the Academic Senate: xxxxxxxxx

Approved by CPC: xxxxxxxxx