



College of the Canyons Academic Senate

May 11, 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=aU96SFRzWC9BMXIHcnlQSWlxK2J6QT09>

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 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. Committees/Appointments:
 - Selection Committee Appointments (pg. 3)
 - Dr. Patricia “Tricia” Foley, Dept Chair, Engineering
 - Nadia Monosov, Instructional Resource Committee (IRC)
 - Erica Seubert, Sustainable Development Liaison
5. Sub-Committee Summaries:
 - Senate Executive Committee Meeting Summary Feb. 27, 2023 (pg. 8-9)
6. Approval of the Consent Calendar
 - Academic Senate Summary, April 27, 2023 (pg. 4-7)
 - [Curriculum Committee Summary](#), May 4, 2023
 - [Curriculum Committee Summary](#), April 20, 2023 (*correction from April 27th Senate meeting*)
 - [Academic Senate 2023 Faculty Award Recipients](#)
 - Academic Senate Diversity Award (Alene Terzian)
 - Academic Senate International Education Award (Saburo Matsumoto)
 - Academic Senate Exemplary Policy Award (Patty Robinson - Civic Engagement Program)
 - Academic Senate Collegiality and College Citizenship Award (Brent Riffel)

B. Reports

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

1. Academic Freedom Committee, Chris Blakey
2. Academic Senate Presidents Report, David Andrus
3. Vice Presidents Report, Lisa Hooper

C. Action Items

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

1. [ESS 23-08 Required Action – Equitable Placement AB 1705 Funding Allocation Memo](#), Dr. Omar Torres
2. Senate Elections Nomination/Election Results (pg. 10)
3. Revisiting the Low Textbook Cost (LTC) Designation, Jennifer Paris & Jeff Gregor (pg. 11)

D. Discussion

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

1. AP 4238 (Non-Credit Learning Parity), Gary Collis (pg. 12-13)
2. Academic Integrity, Shane Ramey (pg. 14-15)
3. Dept. Chair Training Proposal, David Andrus (pg. 16-17)

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
4. Joint Taskforce Full-Time Evaluation Document

F. New Future Business

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

1. Tenure Committee Training Workshops
2. Program Viability BP/AP Revisions

G. Announcements

- [Next Academic Senate Meeting Dates Spring 2023](#): May 25th; [Fall 2023](#): Aug. 24th; Sept. 7th; Sept 21st; Oct. 5th; Oct. 19th; Nov. 2nd; Nov. 16th; Dec. 7th
- [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.
- [CCCO Online Teaching Conference](#), June 21-23rd, Long Beach Convention Center

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.

Selection Committees

First Name	Last Name	FTF/Adjunct
Brittany	Applen	FTF
David	Pevsner	FTF
Dora	Lozano	FTF
Erika	Torgeson	FTF
Erin	Barnthouse	FTF
Jason	Burgdorfer	FTF
Jennifer	Thompson	FTF
Jeremy	Patrich	FTF
Lauren	Rome	FTF
Patricia	Foley	FTF
Patricia	Garcia	FTF
Peter	Hepburn	FTF
Ricardo	Rosales	FTF
Sara	Breshears	FTF
Teresa	Ciardi	FTF
Tricia	George	FTF

Academic Senate Meeting Summary for April 27, 2023

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

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

Guest							
Amy Foote	X	Dianne Avery	X	Jennifer Smolos Steele	X	Michaelle Labrie	X
Andrew Jones-Cathcart	X	Dilek Sanver-Wang	X	Julie Johnson	X	Miriam Golbert	X
David Vakil	X	Dr. Kathy Bakhit	X	Michael Sherry	X	Nadezha Monosov	X
Dr. Daylen Meuschke	X	Dr. Jasmine Ruys	X	Maral Markarian	X	Robert Wonser	X
Dr. Deanna Riviera	X	Jeff Gregor	X	Michael Felix	X	Ruth Rassool	X

A. Routine Matters

1. Call to order: 3:07pm
2. Public Comment:
 - I. CTE toolkit: Lynn Shaw working with ASCCC will be doing a road show and asked if they can visit COC in fall 23. The toolkit went to Senate and CPC, however, Dr. Van Hook stated there were some areas of concern regarding the legality of how adjuncts and FTF are processed by the proposed document.

3. Approval of the Agenda
 - I. Motion to adopt the agenda by Erica Seubert seconded by Arshia Malekzadeh. Gary Quire proxy for David Brill (yes, vote). Unanimous. Approved.
4. Committees/Appointments:
 - Campus Safety Committee (pg. 3)
 1. This is a new committee put together by Dr. Jasmine Ruys. This committee deals with campus safety committee and DEI concerns.
 - Tara Williams, Dept Chair, Chemistry
 1. An ad-hoc committee was convened to determine a replacement for Dr. Rebecca Eikey who has resigned from the college.
 - Ruth Rassool (*Adjunct Rep for English*) Ed Tech Committee
7. Sub-Committee Summaries: none
8. Approval of the Consent Calendar
 - Academic Senate Summary, April 13, 2023 (pg. 4-7)
 - [Curriculum Committee Summary](#), March 30, 2023
 - Motion to approve the consent calendar by Gary Quire, seconded by Lisa Hooper, Gary Quire, Gary Quire proxy for David Brill (yes, vote). Unanimous. Approved.

B. Reports

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

1. Honors Committee Annual Chair Report. Miriam Golbert
 - I. There are currently 700 students in the Honors program. The Honors Program Annual Celebration is next Thursday May 4th 6-8pm in the UCEN lobby. The Honor's program has a UCLA TAP agreement.
2. Academic Staffing Committee Annual Chair Report, Miriam Golbert
 - I. The FON is at 214. The Chancellor is recommending hiring 15 positions that will take the total FON to 229. The FON for 2024 from the state is 238.7, therefore the Chancellor recommended an additional 11 positions.
3. Academic Senate Presidents Report, David Andrus
 1. Commencement Meeting update: There are 2119 total graduates, 882 honor, 89 valedictorians. Deadline for signing up to be a reader is May 4th.
 2. End of the Year Celebration, June 1st: PAC lobby approved for June 1st from 3-5pm. A RSVP google form link will be sent out. David Andrus will work on collecting information for the program.
 3. ASCCC SP 23 Plenary Update: Congratulations to Sherrill Auchenbach: She will serve as the new ASCCC President as "Ginni" May is stepping down. There were several important resolutions at plenary discussed relating to the Brown Act, Ethnic Studies, Low Textbook Studies, Lifelong Learning and Academic Freedom.
4. Vice Presidents Report, Lisa Hooper
 1. Self-Services: A small group of people from enrollment services will come up with a FAQ sheet. The second change requested will take time to implement.
 2. Faculty Offices: Business Services desk procedure allows 30 days to vacate. The suggestion is to put in place a mechanism to help faculty vacate their offices sooner. An office lottery will be conducted soon.
 3. Communications Officer Update: Lisa will conduct a Faculty Member spotlight for Bernardo Feldman on Monday 15th, 3:00-4:30pm in HSLH-101. The session may be

recorded, and Flex credit will be available. Suggestion to interview Michael Dermody as he served as president for 17 years and is retiring in spring 23.

C. Action Items

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

1. Victoria Leonard, appointment as SBS Senator 2023-2024
 - a. Motion to approve Victoria Leonard as SBS Senator by Mike Harutunian, seconded by Jenn Paris. Gary Quire proxy for David Brill (yes, vote). Unanimous. Approved.
2. Declaration of 2023-2025 At-Large Senate Seat Vacancy (Erica Seubert)
 - a. Erica will be school senator as MSE senator and will be resigning from her At-Large seat.
 - b. The At-large seat will be vacant, and a special election will need to be run.
 - c. Shane will be the new At-Large senator after this year. Erica will finish off her remaining term.
 - d. Motion to approve by Erica Seubert, seconded by Ambika Silva. Gary Quire proxy for David Brill (yes, vote). Unanimous. Approved.
3. Senate Elections Nomination Results (pg. 8)
 - a. Motion to approve nomination results by Mike Harutunian, seconded Arshia Malekzadeh. Gary Quire (yes, vote). Unanimous. Approved.
4. Academic Calendar, Dr. Jasmine Ruys
 - a. 2024-25 Academic Calendar draft (pg. 9)
 - i. The Juneteenth Holiday has moved from the 22nd to the 19th.
 - ii. Motion to adopt the Academic Calendar by Regina Blasberg, seconded by Lisa Hooper. Gary Quire (yes, vote). Unanimous. Approved
5. Senate & Curriculum Committee Meetings Calendars FY: 23-24 (pg. 10-11)
 - a. Option #1
 - b. Option #2
 - i. The only diff between option #1 and #2 is that the retreat is held during Fall FLEX.
 - ii. Motion to adopt option #1 by Lisa Hooper, Seconded by Regina Blasberg. Gary Quire (yes, vote). Unanimous. Approved.
6. AP 4105 (Distance & Correspondence Education), Gary Collis
 - a. AP 4105 (Clean Version) (pg. 12-15)
 - b. AP 4105 (Final-Redlined Version) (pg. 16-20)
 - i. The sentence on touch points was deleted. Correspondence Education was moved from section E. and it now on paragraph 8.
 - ii. Motion to adopt AP 4105 as amended by Erica Seubert, seconded by Rebecca Shephard. Gary Quire (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. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations, David Andrus, Julie Johnson, Robert Wonsler
 - a. Senate Explanation of Purpose (pg. 21-22)
 - b. Full-Time Faculty Professional and Instructional Evaluation Summary (pg. 23-27)
 - i. A new COCFA & Senate joint taskforce created a new evaluation document due to the creation of new modalities and Title 5 requirement on DEI and evaluation. Some changes discussed include a new rubric and changes to section B, C, & D, new Section F on Equity & Inclusion. The new evaluation will be for new tenure track faculty as well as tenured faculty. BoT evaluation policies will need to be created to establish standards related to new Title 5 DEI standards. A revised noninstructional evaluation form needs to be developed as well. This item may return.
2. [Revisiting the Low Textbook Cost \(LTC\) Designation](#), Jennifer Paris
 - a. This data is from fall 2021

- i. The recommendation is to adopt the \$30 designation threshold for printed textbooks; this should not include rentals. Is, “no textbook” considered ZTC? Standards and data points will be developed for the required XB12 form. This item will return as action.
3. AP 4238 (Non-Credit Learning Parity), Gary Collis
 - a. AP 4238 (Clean Version) (pg. 28-29)
 - b. AP 4238 (Final-Redlined Version) (pg. 30-34)
 - i. This item was tabled.

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: 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.
- CCCO Online Teaching Conference, June 21-23rd, Long Beach Convention Center

H. Adjournment: 5:01 pm



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

February 27, 2023
11:00 a.m. to 12:00 p.m.

Attendees: David Andrus, Garrett Rieck, Gary Quire, Jason Burgdorfer, Julie Johnson, Lisa Hooper, Marilyn Jimenez, Miriam Golbert, Sarah Etheridge, Wendy Brill, Patty Robinson, Robert Wonser, Katie Coleman

Summary

According to Article 6 of the By-Laws of the Academic Senate the purpose of the Executive Committee is to foster coordination among the principal subcommittee chairs of the Academic Senate, to advise the President, and the overall strategic development and planning of matters before the Academic Senate.

A. Routine Matters

1. Call to order: 11:05 am
2. Public Comment:
 - Patty Robinson announced that she is working on the Carnegie Classification Interviews. Contact Patty for more information.
3. Approval of the Agenda:
 - Motion to adopt the agenda by Julie Johnson, seconded by Gary Quire. Gary Quire proxy for Gary Collis (yes, vote). Unanimous. Approved.

B. Consent Calendar

1. Adoption of Oct. 20, 2022 Ex. Comm. Summary (pg. 3-6)
2. Adoption of November 17, 2022 Ex. Comm. Summary (pg. 7-9)
 - a. Motion to adopt the summaries by Wendy Brill seconded by Lisa Hooper. Gary Quire proxy for Gary Collis (yes, vote). Unanimous. Approved.

C. Reports:

1. Academic Senate Presidents Report
 - a. Travel Reimbursement Changes
 - I. The reimbursement process can take too long and many people end up paying out of pocket. Academic Dean district credit cards are to be used for travel. This will be outlined in a new desk procedure. A new digital US bank app, that can be preloaded, will hopefully be available soon. If faculty don't want to use this option they can get reimbursed later. Alcoholic beverages can be included in receipts so long as they are blacked out. This will be helpful as faculty have had to request two receipts. Faculty are still responsible for forwarding travel information to Deans. If faculty are going to check in to a hotel they need to have the District card on hand otherwise they will need to front the payment.
 - b. Communications Officer Position
 - I. The FY:23-24 Release Time memo includes 350%. This will remain the same and this memo has been forwarded to Dr. Torres. There is now a tentative agreement to increase release time by 60% to 410% total. This has increased due to the exponential increase in policy work. Currently, 40% is allotted to the *Policy Review Committee Chair*. However, the Policy Review Chair will get a total of 60% release time if the tentative agreement is adopted. Another 20% will be allocated towards the

new *Communications Officer* position. After the TA is finalized and the contract is amended a discussion among the Senate Ex. Cabinet will need to take place to determine what the remaining 20% will be used for.

D. Action:

1. Academic Senate Faculty Award Description Packet (pg. 10-24)
 - a. **New Drupal Form:** There is now a Drupal form for faculty award nomination submissions. The closing date will be after spring break. This information will be added to the canvas shell. David will send out the Drupal link form soon.
 - b. **Congratulations to Angeli Francois:** Angeli was recognized for statewide Hayward Award. As a reminder faculty can submit for both full-time and part-time faculty. Angeli is now teaching full-time at Long Beach City College but is still teaching part-time at COC. It is not clear if Angeli will go to the Board of Governors to pick up the award in person.
 - c. **ASCCC Awards:** Some faculty may be considered for the ASCCC awards however, if there is a specific criterion that aligns with our own local award descriptions, or if there is a faculty member meets the ASCCC standards, regardless of our own award process.
 - d. **Statewide Award Rubrics:** The statewide award rubrics were eliminated from our local award descriptions, but the criteria were not changed. The substance was retained, but was restructured in its format.
 - e. **Local Award Descriptions:** Each award has a supplemental submission option. It was clarified that the award descriptions are not asking for CV's. Faculty cannot nominate themselves.
 - f. **Collegiality and Campus Citizenship Award:** The language relating to faculty nominating themselves will be removed. In regards to the second award criteria, "*Meaningfully collaborated with various campus work groups*", a suggestion was made to keep "*community*" as many faculty work in the community on behalf of the college. Another suggestion is to add "*or.*" The criteria can be changed to, "*various college campus "and/or" work groups.*" The word campus will be left as it implied various campuses. The title of the award will be changed to, "Collegiality College and Campus Citizenship Award."
 - g. **Motion to adopt the award packet** by Julie Johnson, seconded by Gary Quire. U.A. Gary Quire proxy for Gary Collis (yes, vote). Unanimous. Approved.

E. Discussion

1. Future Meeting Times/Days
 - a. The committee will continue to meet on Mondays at 11:00 am.
2. Future Discussion Topics
 - a. Request for an update on funds received by the college for student re-engagement. David will bring this discussion item at the next design team meeting for IE2.

F. Unfinished Business

G. Announcements

- **Next Academic Senate Meeting Spring 2023:** 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: 12:08 pm.

At-Large School Senator Nomination/Election Results

The nomination for the At-Large School Senator for MSE for the next term, 7/1/23-6/30/25, closed on 5/4/23. As there was not more than one nominee for this position, an election did not take place. By acclamation, the faculty below will serve as the At-Large School Senator for the next term.

At-Large Senator Nomination Results (1 vacant position) (7/1/23-6/30/25 term)
Nadia Monosov

ACADEMIC SENATE DISCUSSION ITEM

ACTION ITEM TOPIC:

Low Textbook Cost (LTC) designation implementation

ISSUE BACKGROUND:

On September 26, 2019 the Academic Senate approved the \$40 LTC designation that was brought forth by the Bookstore Committee. There were questions about how it would be implemented, but the consensus was to approve the limit and then figure out how to implement it. No further action has happened to implement the designation for faculty in the textbook adoption process or in any way that is student-facing.

In Fall 2022, the Academic Senate for the California Community Colleges worked with the California Community College Student Senate to develop a statewide recommendation of Low-Cost course Materials per the resolution 03.04 passed in Fall 2021. Per Resolution 17.05, the Students Senate for California Community Colleges Board of Directors has recommended \$30 as the definition for “low-cost” and Academic Senate for California Community Colleges encourages local academic senates to adopt \$30 or less as their locally established cost threshold that must not be exceeded for a course to be considered low-cost for designating and reporting purposes.

Beginning in Fall 2023, California Community Colleges will be required to report textbook cost in the XB12 data element in the California Community Colleges Management Information System. Working with the Bookstore, the Office of Instruction has been gathering information on textbook cost. If the lowest cost option the bookstore offers is under \$40, that would be entered as having low textbook cost for the data element. This process is happening after the term.

RECOMMENDED SENATE ACTION:

1. Formally adopt a change to the previous COC Academic Senate standard of \$40 for LTC designation to now \$30 as recommended by ASCCC and the CCCSS as well as the CVC-OEI.
2. Formally adopt "print copies" as the LTC designation data point for XB12 statewide reporting.*

**LTC designation was not designed to apply to commercial textbooks (digital or otherwise) – but for low cost resources that cannot be replaced by OER or that need to be printed which has a cost that someone has to take on (for example, printed lab manuals and contemporary novels).*



AP 4238 Noncredit Learning Parity Exemptions

References:

Education Code § 84760.5; Title 5 § 55151, et seq.

The District has discretion to exempt a student from the student's obligation to complete up to fifty percent of the District-identified courses, otherwise required by the District for the award of a noncredit certificate, offered as part of a Career Development and College Preparation Program, when the student has demonstrated sufficient mastery of the course content delineated in the approved course outline of record ("Learning Parity Exemption" or "LPE").

Learning Parity Noncredit Course Exemption List

The District's Faculty Director of Continuing and Adult Education ("Faculty Director") shall (1) prepare and maintain a current list of those non-credit courses from which students might, when permitted by this procedure, be granted a LPE ("Learning Parity Noncredit Course Exemption List") and (2) ensure that the list is published on the webpages maintained by the School of Personal and Professional Learning. Before adding any noncredit course to the Learning Parity Noncredit Course Exemption List, the Faculty Director shall consult diligently and in good faith with the chair of the academic department having responsibility for that course as to the general appropriateness of adding the course to the list.

Evaluation of a LPE Request

The Faculty Director shall have the primary discretion to determine, in good faith, whether to grant a student's LPE request. However, if the circumstances relating to a particular LPE request would render it objectively unreasonable for the Faculty Director to grant the request without consulting with other persons, including, for example, any applicable department chair or discipline faculty who regularly teach the course, the Faculty Director must consult with such individuals before granting the request. If the Faculty Director, or any faculty member duly appointed to temporarily fulfill the Faculty Director's duties in the Faculty Director's absence, is unavailable to evaluate an LPE request, the appropriate department chair or, with the department chair's permission, the discipline faculty who regularly teach the course, may approve or deny the LPE request.

It is within the authorized evaluator's discretion to grant conditional approval for a student's LPE request upon the student's submission of supporting documentation demonstrating sufficient mastery of the course content. The supporting documentation for the LPE may vary depending on the assessment methods upon which the LPE request is to be evaluated.

Permissible Assessment Methods

When evaluating a student's LPE request, the authorized evaluator may use one or more assessment(s) listed below (for the sole purpose of determining whether to exempt the student from the obligation to take a class; not for assigning a grade of any type).

- Academic transcripts.
- Student-created portfolios.
- Documentary evidence of completion of professional development and/or continuing education courses.
- Industry-recognized certificates.
- Documentary evidence of satisfactory completion of similar noncredit course(s) from another college/university.
- Documentary evidence of satisfactory completion of credit course(s) that are mirrored with, or very similar to, noncredit course(s).
- Satisfactory completion of an examination or assessment.

Student Qualifications for Approval of a LPE Request

The District may grant an LPE request only if the student:

- Is a District student enrolled in at least one noncredit and/or credit course in the same term as the request is presented, unless the LPE request would exempt a student from the prerequisite course that is the first course in the noncredit certificate.
- Is in good standing or has no standing.
- Requests a LPE only from a noncredit course that must otherwise be completed to earn a noncredit certificate, offered as part of a Career Development and College Preparation Program, listed in the District's operative course catalog at the time the request is presented.
- Has satisfied the prerequisites and other enrollment requirements for the noncredit course from which student seeks to be exempted.

Process for Requesting a LPE

The Faculty Director, in consultation with the Office of Noncredit Enrollment Services, shall create an appropriate "LPE Request Form" for use by students seeking a LPE. The School of Personal and Professional Learning shall make the LPE Request Form available to students on its webpage.

A student requesting a LPE must submit a signed and completed LPE Request Form to the Faculty Director either in person or via email for evaluation and approval. The Faculty Director, or any faculty member appointed to temporarily fulfill the Faculty Director's duties in the Faculty Director's absence, shall transmit all approved LPE Request Forms to the Noncredit Enrollment Services Office for administrative processing of the exemption. The Office of Noncredit Enrollment Services shall direct all student inquiries regarding the LPE process, including completion of the LPE Request Form, to the Faculty Director or any faculty member duly appointed to temporarily fulfill the Faculty Director's duties in the Faculty Director's absence, or, if those persons are unavailable, to the Dean of the School of Personal and Professional Learning.

DRAFT 10

Statement on Academic Integrity at College of the Canyons

Academic integrity is a core value of the academic community. It is essential for maintaining the quality of higher education, for the development of critical thinking skills, and for ensuring that academic achievements are based on merit. College of the Canyons defines academic integrity as the ethical and honest pursuit of knowledge, scholarship, and intellectual growth. It involves upholding the values and principles that guide ethical behavior in academic work, including honesty, fairness, trust, and respect for the intellectual work of others.

At College of the Canyons, we believe that academic integrity is one of the most important qualities college students need to develop and maintain. Conversely, academic dishonesty is any practice or behavior, whether intentional or unintentional, that undermines the integrity of material submitted for academic credit. Academic dishonesty violates the principles of academic integrity and can have serious consequences for both the individual and the academic community. Common types of academic dishonesty fall into one of three categories:

1. Plagiarism or self-plagiarism

- a. Plagiarism is submitting someone else's work as one's own, or without adequate or proper attribution, including unauthorized use of AI-generated material
- b. Self-plagiarism is resubmitting the same work from a different class without the current instructor's knowledge and approval (*e.g.*, using the same term paper in more than one class)

2. Cheating

- a. Examples of cheating include (but are not limited to):
 - i. copying from someone else's test, or any evaluated assignment
 - ii. using an unauthorized aid during a test (*e.g.*, phone, smart watch, notes or browser)
 - iii. unauthorized collaboration or communication with others during a test or an independent assignment, including downloading, uploading, sharing or duplicating course material.
 - iv. unauthorized use of generative AI or other web-based application

3. Fraud

- a. Examples of fraud include (but are not limited to):
 - i. having a test or an assignment completed by someone else
 - ii. buying, selling or otherwise obtaining or distributing term papers, assignments, or tests
 - iii. falsifying, misrepresenting or forging an academic record or supporting documents (*e.g.*, submitting a fake doctor's note, misrepresentation of identity)
 - iv. improper access/obstruction of materials/systems (*e.g.*, stealing a term paper or test)
 - v. misrepresentation, falsification, or fabrication of data presented for surveys, experiments, and reports including authors, data or falsely claiming attendance at a class event

It is the responsibility of all members of the academic community to uphold the principles of academic integrity and to prevent instances of academic dishonesty. Cases of alleged academic dishonesty may be referred to Student Conduct for investigation. Relevant disciplinary action policies can be found in the Student Conduct Code.

ACADEMIC SENATE
Sponsored
Department Chair Leadership Training Workshop Series
(Draft)

This Department Chair training workshop series is highly recommended, but not compulsory absent any COCFA contractual obligation. Each workshop shall be eligible for FLEX credit. The completion of all 8 workshops will result in the awarding of an Academic Senate Department Chair Leadership Training Certificate. The workshop series is a collaborative effort of the Academic Senate, COC Administrative Offices, and COCFA. Consequently, the awarded certificate should be recognized District wide as a form of professional leadership training. This training workshop series shall be approved and adopted by the Academic Senate.

Below are the proposed workshops. The details and scope of each workshop are to be decided by the specific workshop facilitators. Suggested subtopics have been included. The workshops will be administered by the Center for Excellence in Teaching and Learning (CETL). A Canvas shell and/or dedicated web page will be created to house all relevant Academic Senate, District, and bargaining agreement documents as well as supplementary resources and materials referenced throughout the training.

The training workshop series shall be offered in its entirety, at least once per academic year. All workshops shall be simultaneously scheduled and advertised at the beginning of the fall semester for proper planning and determinations of demand. Training offerings may be suspended for any academic year where there is zero demand. All full-time faculty are invited to participate.

Each year, prior to the initiation of the training workshop series, the Academic Senate President shall convene a meeting of all workshop facilitators. The purpose of such meeting will be to ensure a collective understanding and responsibility for the overall philosophy and ethos of the training and the role and duties of the department chair. It is often stated that "leadership" is painting a vision for others to follow while "authority" is when a person has the right to give you an order or direction. Given the current role of department chairs on campus, as outlined in the COCFA collective bargaining agreement, department chairs categorically fall into the former and not the latter, thereby relying on COC Administration to support their work as needed.

1. ORIENTATION/OVERVIEW of DEPARTMENT CHAIR ROLE/ETHOS; *Leading from the Middle*
(Academic Senate President and appointees (Claudia & Miriam), COCFA President, or designee)
(1 Hour)

2. SCHEDULE BUILDING and STAFFING (*Retroactive credit will be awarded for 2022 completion*)
(CIO or AVP, or Designee - and Academic Senate President or Designee.)
(2 Hours)

3. DISTRICT/DEPARTMENT POLICIES, ACADEMIC FREEDOM, and CHAIR TERMS/ELECTIONS
(Chair, Academic Freedom Committee, Chair, Policy Review Committee and Academic Senate President)

(2 Hours)

- BP and AP 4023
- BP and AP 4030
- Department Organization and Management
- Academic Senate Election Procedures
- COCFA and AFT Contract Provisions

4. PROGRAM REVIEW/PURCHASING

(Program Review Committee Chair, IR, Business Services)

(90 Minutes)

- Transfer and CTE
- SLOs
- Budget Module/Data

5. HIRING COMMITTEES and HUMAN RESOURCES ISSUES

(CHRO, or Designee - and Academic Senate President, or Designee)

(2 Hours)

- Full Time
- Part Time
- Faculty hired as Dept. Chairs.
- Tenure Process
- MQE
- Conflict Resolution

6. COMPENSATION and CONTRACT MATTERS

(COCFA and Academic Senate President)

(2 Hour)

- Release Time
- Supplementary Services
- On Base/Off Contract

7. CURRICULUM REVIEW, PROGRAM VIABILITY, IAC

(Curriculum Committee Chair, PV Committee Chair, CIO or Designee)

(2 Hours)

- Course Outlines of Review (Review Cycle)
- Cultural Competency
- New and Existing Programs
- IAC Responsibilities

8. DEPARTMENT MANAGEMENT STRATEGIES and PRIORITIES

(Academic President Senate and/or Designee(s) *Claudia Acosta, Miriam Golbert*)

(90 Minutes)

- Onboarding Full and Part Time Instructors
- Scenario Based Case Studies