



College of the Canyons Academic Senate

May 25, 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

One tap mobile +16694449171 US; +12532050468, US

AGENDA

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

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

A. Routine Matters

1. Call to order
2. Public Comment
 - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committees/Appointments:
 - Erika Torgeson, Tenure Committee Chair for Samir Hamawe
 - Selection Committees (pg. 3)
 - Revised Release Time Memo Academic Senate (pg. 8)
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar

Academic Senate Summary, May 11, 2023 (pg. 4-7)	Curriculum Committee Summary , May 18, 2023
Program Viability Committee Program Revitalization, Modification and Initiation Proposals: <ul style="list-style-type: none"> • Construction Management • Institute of Culinary Arts, Hospitality Management, Wine studies 	<i>continued</i> <ul style="list-style-type: none"> • Noncredit Digital Media • Recreation Management

B. Reports

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

1. Senate Elections Committee Annual Chair Report, Dustin Silva (pg. 9-10)
2. Program Viability Committee Annual Chair Report, Garrett Rieck (pg.11-13)
3. Academic Senate Presidents Report, David Andrus
4. 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. [Guided Pathways Work Plan to the CCCO update](#), Dr. Daylene Meuschke

- a. [Guided Pathways Work Plan with Guidance Text Final Canyons Working Draft](#)
- 2. [ESS 23-08 Required Action – Equitable Placement AB 1705 Funding Allocation Memo](#), Dr. Omar Torres
- 3. AP 4238 (Non-Credit Learning Parity), Gary Collis (pg. 14-15)
- 4. Statement on Academic Integrity, Shane Ramey (pg. 16-17)
- 5. Department Chair Workshop Training Series (pg. 18-19)
- 6. [Emeriti Status](#) (pg. 20)

Michael Dermody, <i>History & Political Science</i>	Sheldon Helfing, <i>Sociology, Counseling, Psychology & Education</i>
Ronald Dreiling, <i>English, Philosophy & Education</i>	Lisa Wallace, <i>English & Spanish</i>

D. Special Recognition

- 1. [New Tenured Faculty](#) (pg. 21)
- 2. Senate Service Recognition (pg. 22)

E. Discussion

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

- 1. Renovated Faculty Center BONH-330
- 2. Senate Policy on Web Enhancement, David Andrus (pg. 23)
- 3. Grant Discussion, Tricia George

F. 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. Revised Evaluation Documents Full-Time Faculty

G. 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

H. Announcements

- o [Next Academic Senate Meeting Dates Fall 2023](#): Aug. 24th; Sept. 7th; Sept 21st; Oct. 5th; Oct. 19th; Nov. 2nd; Nov. 16th; Dec. 7th
- o [2023 ASCCC Curriculum Institute-Hybrid Event](#): July 12th – 15th, 2023, Riverside Convention Center in Riverside.
- o [2023 ASCCC Faculty Leadership Institute](#): June 15th-17th, 2023, Westin San Francisco Airport Hotel.
- o [CCCO Online Teaching Conference](#), June 21-23rd, Long Beach Convention Center

I. Adjournment

The teleconference is accessible though the following link:

<https://canyononline.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. 6405 SW Puppy Place, Bentonville, AR
- 3. 23551 Chatfield Way, Valencia, CA. 91354

Selection Committees

First Name	Last Name	FTF/Adjunct
Charlie	Johnson	FTF
Cindy	Stephens	FTF
Nerissa	Yuhico	FTF
Shaunasey	Lane	FTF
Tina	Rorick	FTF
Violeta	Kovacev-Nikolic	FTF

Academic Senate Meeting Summary for May 11, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	<i>Gary Collis proxy for Gary Quire</i>	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	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	<i>Erica Seubert proxy for Jennifer Paris</i>	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	<i>Tammera Rice proxy for Rebecca Shepherd</i>	X
VAPA Senator	David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	<i>Erika Torgeson proxy for Garrett Hooper</i>	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							
Anzhela Grigoryan	X	Dr. Edel Alonso	X	Kathy Kubo	X	Michael Felix	X
David Vakil	X	Dr. Kathy Bakhit	X	Jeff Gregor	X	Michelle LaBrie	X
Dianne Avery	X	Dustin Silva	X	Logan Wilbur	X	Patty Robinson	X
Dilek Sanver-Wang	X	Dr. Jasmine Ruys	X	Maral Markarian	X	Ruth Rassool	X

A. Routine Matters

1. Call to order: 3:06 pm
2. Public Comment:
 - Congratulations to the new 5 faculty who have achieved Tenure.
 - AB 927 allows for the offering of a baccalaureate degree in Sustainable Architecture. AB 1111 (Common Course Numbering), AB 928 (CalGETC) and AB 1187 (tutoring bill) and AB 1705 (English and Math Requirements) will all have legislative implications.
 - Special thanks to the BaNC for offering free lunches to students on Tuesdays.

- The May 25th Senate meeting will not be a celebration meeting. It is a regular business meeting. The Senate celebration is scheduled for June 1, 2023.
3. Approval of the Agenda
 - The agenda was re-ordered to move Action item, AB 1705 to discussion item #1.
 - **Motion to approve the agenda** by Mike Harutunian, seconded by Arshia Malekzadeh. Erika Torgeson proxy for Garrett Hooper (yes, vote); Tammera Rice proxy for Rebecca Shepherd (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
 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
 - Erica will serve as liaison for all efforts on campus and will report to the Senate as needed.
 7. Sub-Committee Summaries:
 - Senate Executive Committee Meeting Summary Feb. 27, 2023 (pg. 8-9)
 8. 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](#)
 1. Academic Senate Diversity Award (Alene Terzian)
 2. Academic Senate International Education Award (Saburo Matsumoto)
 3. Academic Senate Exemplary Policy Award (Patty Robinson - Civic Engagement Program)
 4. Academic Senate Collegiality and College Citizenship Award (Brent Riffel)
 - **Motion to approve the consent calendar** by Lisa Hooper, seconded by Ambika Silva. Erika Torgeson proxy for Garrett Hooper (yes, vote); Tammera Rice proxy for Rebecca Shepherd (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved.

B. Reports

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

1. Academic Freedom Committee, Chris Blakey
 - I. The committee can be asked to generate a report on a specific related matter of academic freedom. Until such report is approved by the Senate, it will be deemed a conditional report. The committee is working on a conditional report regarding the right of faculty on the construction of a syllabus. The committee has begun connecting with other faculty and groups where areas overlap such as OER and DEIA. The Curriculum Committee has been asked to look at DEIA as there are many converging issues with Academic Freedom.
2. Academic Senate Presidents Report, David Andrus
 - I. Senate Survey: The survey will be sent out next week. The hope is to have all fill out survey before the end of the semester.
 - II. Faculty Spotlight: Lisa Hooper will be interviewing Bernardo Feldman on 05/15.
 - III. End of the year Collegial Celebration: David will send out an RSVP invite that will include a Google form for June 1st, 3pm at the PAC lobby. Catering will be provided by Stonefire. Michael Dermody will MC one last time. This will be an in person event.
 - IV. All Faculty Meeting: This meeting will address concerns with faculty burnout and high turnover. 25% of staff have left the District taking with them their institutional knowledge. There is an enormous amount of hiring committees. Thus, semester ending workload is high.
 - V. Congratulations to Tricia George on her grant! This grant is related to cultural competency.

- VI. The BOT was informed of faculty burnout and as many outside this profession don't understand how hard faculty work.
- 3. Vice Presidents Report, Lisa Hooper
 - I. COC Baseball Team: The team is in the super regional. If the team wins, they can play again, and the team will advance to the state championship. There are also many athletes competing in track and field.
 - II. COVID testing center: This center will close at the end of June. This center will be more of a test with numbers, the date the test is administered and code when test is taken.
 - III. Office Lottery Round #1: First office lottery closes tomorrow at 12pm. Faculty seniority determines office preferences.
 - IV. Faculty Seniority: If faculty are hired in the fall, they will be added to the seniority list, if hired in spring they are not added until they begin service. Lisa and Marilyn will meet tomorrow to discuss office lottery results and to prepare for the office lottery round #2.
 - V. Faculty Spotlight: The event will be held in Hasley Hall. All should have received an invite. Faculty are encouraged to attend as Lisa would like feedback on the format. An idea is to perhaps by division pick months or an academic year to select faculty to spotlight and not have the Senate select faculty.

C. Action Items

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

- 1. Senate Elections Nomination/Election Results (pg. 10)
 - I. One nomination was received naming Nadia Monosov for this position.
 - II. **Motion to approve the Senate Election Nomination/Election Results** by Mike Harutunian, seconded by Arshia Malekzadeh.
 - III. Erika Torgeson proxy for Garrett Hooper (yes, vote); Tammera Rice proxy for Rebecca Shepherd (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
- 2. Revisiting the Low Textbook Cost (LTC) Designation, Jennifer Paris & Jeff Gregor (pg. 11)
 - I. The lower designation textbook (LTC) cost was selected, from \$40 to \$30. Printed used, rental and digital rental textbooks were not included as many students may not own. For now, there is local control and data will be collected for the new data element XB12. This item will need to return next year for further development on implementation.
 - II. **Motion to change the LTC from \$40 to \$30 for new printed copies of textbooks** by Erica Seubert, seconded by Jesse Vera. Erika Torgeson proxy for Garrett Hooper (yes, vote); Tammera Rice proxy for Rebecca Shepherd (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Erica Seubert proxy for Jennifer Paris (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. [ESS 23-08 Required Action – Equitable Placement AB 1705 Funding Allocation Memo](#), Dr. Omar Torres
 - I. AB 1705 was passed to prevent students from taking units they don't need. There is a huge lift on the math department as there are many deadlines set in the law for both STEM and non-STEM paths. A plan will be submitted for 2024-2025 that will require the signature of the CEO and Academic Senate President
- 2. AP 4238 (Non-Credit Learning Parity), Gary Collis (pg. 12-13)
 - I. This policy allows for some exemptions to skip courses in consultation with discipline faculty to produce the supporting evidence. There is a form that will be on the enrollment services website that can be submitted. There will be an opt out option. This policy will be added to accreditation. This will return as action.
- 3. Academic Integrity, Shane Ramey (pg. 14-15)
 - I. The statement includes three categories of academic dishonesty which includes plagiarism or self-plagiarism, cheating and fraud. The statement can be added to syllabi. This statement will be used to

update the student code of conduct and the BOT policy. There will be a new policy created soon. This item will return as action.

4. Dept. Chair Training Proposal, David Andrus (pg. 16-17)

1. The idea is for Senate to have a leadership certificate with 8 (2-hour) workshops, 4 in the fall and 4 in the spring. There was a request for FLEX and/or compensation. All FTF can participate. This item will return to develop a framework. There will also be Tenure Committee trainings in the future.

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: 5:04 pm.

**COLLEGE OF THE CANYONS
ACADEMIC SENATE**

TO: Omar Torres, Assistant Superintendent/Vice President of Instruction
FROM: David C. Andrus, President, Academic Senate
DATE: May 22, 2023
RE: Academic Senate Release Time – **2023/24 Academic Year (REVISED)**

The 2022 COCFA Contract, Article 12, Section J allows for 350% Reassign Time per Semester for the Academic Senate (to be allocated by the Academic Senate). A percentage of this release time for the Academic Senate must be used to support a CTE liaison position. However, on March 8, 2023 the Board of Trustees approved the tentative agreement between the District and COCFA, as ratified by the full-time faculty. That tentative agreement increased the total annual Academic Senate release time to 410%. Consequently, the following amended reassigned times reflect the additional 60% allocation for the 2023/24 academic year:

Academic Senate Position	% FTF Reassign Time Fall 2023	% FTF Reassign Time Spring 2024
Academic Senate President, David Andrus	100	100
Academic Senate Vice President, Lisa Hooper	30	30
Curriculum Committee Chair, Tricia George	100	100
Policy Review Committee Chair, Gary Collis	60	60
CTE Liaison, Gary Quire	40	40
Program Review Committee Chair, Rebecca Eikey	20	20
Faculty Professional Development Chair, Teresa Ciardi	20	20
Program Viability Chair, Garrett Rieck	20	20
Non-Credit Subcommittee Chair, Garrett Rieck	20	20
Academic Senate Communications Officer, Lisa Hooper	20	20

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

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

Senate Elections Committee Report – 5/15/2023

A. Committee & Committee Chair Name and Meeting Times/Location

Senate Elections Committee

Chair: Dustin Silva

Meeting Times/Location: Varied and as needed. Committee met online via Zoom spring 2023 on 2/13, 3/7, 3/14, 3/22, 4/20, and 4/26.

B. Committee Membership Composition List

Dustin Silva (Chair)

Karyl Kicenski

Isaac Koh (Vacated spring 2023)

C. Time Stamp on Report

Fall 2022 – Spring 2023

D. Committee background/purpose objectives or goals. Provide committee background on what is the purpose, objective or goal of the committee. Why was the committee formed? What does the committee seek to accomplish and where does it live in the campus governing structure?

The Elections Committee is a standing committee of the Academic Senate whose function is to conduct all elections for the Academic Senate. This includes, but is not limited to, elections for Academic Senate President, Vice President, Curriculum Committee (full-time and adjunct), Senators (full-time and adjunct), Communications Officer, and Department Chairs. The Elections Committee also conducts elections as needed for any vacancies in the above positions.

E. A summary of what the committee has worked on, worked toward and accomplished since its last annual report to the Senate, and over the course of the last academic year.

The Senate Elections Committee has continued to conduct nominations and elections as needed as per the Academic Senate, Constitution, and Bylaws.

Over the 2022-2023 Academic year, the Elections Committee has completed the following election tasks which include, but are not limited to, the collection, tracking, and verification of nominations via Google Forms, the gathering and formatting of candidate statements, and conducting of elections with the assistance and support of the Senate Elections Committee members, Marilyn Jimenez (Administrative Assistant to the Academic Senate), Senate Leadership, and Alicia Levalley (Assistant Research Analyst in IRPIE) as needed. The elections below include those initiated and completed from Fall 2022-Spring 2023.

Fall 2022:

- At-Large Curriculum (1 vacant position)
- Communications Officer (1 vacant position, no nominations)

Spring 2023:

- At-Large Senators (5 positions for the next term, all positions filled)
- Communications Officer of the Academic Senate (1 vacant position for remainder of intended term, filled)
- SBS School Senator (1 vacant position, no nominations, position then filled by appointment)
- Public Safety School Senator (1 new position, no nominations)
- Curriculum Public Safety Rep. (1 new position, no nominations)
- MSE School Senator (1 vacant position, filled)

F. Committee main objectives, goals or projects for the current semester and academic year Provide a summary of what are some of the main objectives, goals or projects the committee is focusing on for the semester. What are the committee priorities?

The Senate Elections Committee has the main objectives to conduct nominations and elections as needed and per the Academic Senate, Constitution, and Bylaws. We continue to work within the committee to ensure each member is trained in the steps of the election process. We also started reviewing the election procedures for department chairs and will bring any proposed changes to the Senate in the future. Our priorities are to conduct elections as needed in an unbiased, fair, and legitimate manner.

G. Describe any challenges the committee has faced.

An ongoing challenge we continue to face is regarding email groups given that some departments, divisions, and Schools do not have a listserv containing faculty emails.

H. Do you need the Academic Senate, its Executive Committee, the Office of Instruction or any other campus group to provide resource support to your committee for any upcoming initiatives or matters?

The Senate Elections Committee requests that a current email listserv be produced for all faculty groups including departments, divisions, and Schools. Furthermore, we request that a list-serve for both full-time and adjunct faculty within the classifications above. Finally, we request that existing listservs be updated periodically to ensure they are accurate.

A. Committee & Committee Chair Name and Meeting Times/Location

Program Viability Committee

PV Chair: Garrett Rieck

Six meetings each semester from 10:00am to 11:30am (Zoom)

B. Committee Membership Composition List

Garrett Rieck - Chair

Julie Hovden - Student Services

Jennifer Paris - VAPA/CTE

Jason Burgdorfer - COCFA

Jesse Vera - Adjunct/AFT

Karl Striepe - SBS/Transfer

Vacant - Program Review/MSPH

Tricia George - Curriculum

Jesse McClure - ASG

Omar Torres - VP of Instruction

C. Committee background/purpose objectives or goals. Provide committee background on what is the purpose, objective or goal of the committee. Why was the committee formed? What does the committee seek to accomplish and where does it live in the campus governing structure?

The Program Viability Committee is a standing committee of the Academic Senate. Per the AP 4021, program initiation, modification and discontinuance proposals shall be submitted to the Academic Senate President no later than the eighth week of the fall semester

The Committee will use the evidence contained within the initial proposal as a foundation to make a qualitative assessment as to determining the merit of initiation, modification or discontinuance. The Committee will be charged with:

- Determining the initial proposals evidentiary sufficiency per Section III according to AP 4021.
- Exercising discretion to expand its membership to include program support staff, student services representatives, and adjunct instructors.
- Gathering all qualitative and quantitative evidence into a written report.
- Participating in all public meetings and discussions.
- Recommending to the Academic Senate one of the three potential outcomes of the discontinuance process.

D. A summary of what the committee has worked on, worked toward and accomplished since its last annual report to the Senate, and over the course of the last academic year.

There have been several program proposals approved in the 2022/23 Academic Year:

- Diagnostic Medical Sonography
- Occupational Therapy Assistant
- Emergency Medical Services (Paramedic)
- Supply Chain Logistics Technician 4.0
- Recreation Management
- Institute of Culinary Arts, Hospitality Management, Wine studies

There have also been several programs approved for permanent status:

- Commercial Music
- Clinical Laboratory Science
- Law Enforcement Technology
- Noncredit Digital Media
- Construction Management

E. Committee main objectives, goals or projects for the current semester and academic year Provide a summary of what are some of the main objectives, goals or projects the committee is focusing on for the semester. What are the committee priorities?

This academic year there seems to be a concerted effort to develop more programs training students for the health professions. We ended up approving three new programs and approved one for permanent status. Additionally, there was also a goal to revise the AP/BP 4021 to better capture how the PV process works.

F. Describe any challenges the committee has faced.

There were issues in past semesters getting the proposal documentation posted ahead of time so the committee members could review all documentation before presentations. Since the Academic Senate approved deadlines stating that documentation must be submitted by the Monday morning before the Thursday meeting, there have been no issues this academic year. There were also vacancies on the committee, but all have now been filled except the Program Review chair who unexpectedly resigned mid-semester. Lastly, there were some gaps in the AP ad BP that need to be addressed.

G. Do you need the Academic Senate, its Executive Committee, the Office of Instruction or any other campus group to provide resource support to your committee for any upcoming initiatives or matters?

There needs to be a collaboration between PV and the Academic Staffing Committee since many of the proposals approved at PV require the hiring of a full-time faculty member.

H. Upcoming Senate Agenda Items or New Future Senate business from this Committee?

All approved program viability proposals are submitted to the Academic Senate and placed on the consent calendar. At any time, senators are welcome to pull a proposal summary from the consent calendar and ask questions. We will also be discussing changes to AP/BP 4021 at the same meeting with this report is given.



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.

Updated Statement on Academic Integrity Academic Integrity Taskforce, Spring 2023

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. Examples of cheating include (but are not limited to):

- a. copying from someone else's test, or any evaluated assignment
- b. using an unauthorized aid during a test (*e.g.*, phone, smart watch, notes or browser)
- c. unauthorized collaboration or communication with others during a test or an independent assignment, including downloading, uploading, sharing or duplicating course material.
- d. unauthorized use of generative AI or other web-based application

3. Fraud. Examples of fraud include (but are not limited to):

- a. having a test or an assignment completed by someone else
- b. buying, selling or otherwise obtaining or distributing term papers, assignments, or tests
- c. falsifying, misrepresenting or forging an academic record or supporting documents (*e.g.*, submitting a fake doctor's note, misrepresentation of identity)
- d. improper access/obstruction of materials/systems (*e.g.*, stealing a term paper or test)
- e. 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.

Approved by Academic Senate in May, 2010

Statement on Academic Integrity at College of the Canyons

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain. To facilitate a culture of academic integrity, College of the Canyons has defined plagiarism and academic dishonesty. Due process procedures have been established when plagiarism or academic dishonesty is suspected.

At COC, we define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution. When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class, without the current instructor's knowledge and approval.

To be specific, below are some of the situations that will be considered plagiarism at COC:

- Use information from any source, online or in print, in one's own writing without acknowledging the source in the content and in the reference page of the assignment;
- Simply list the sources in the reference page, without parenthetical citations in the body of the essay;
- Take more than one printed line of words consecutively from the source without putting quotation marks around them, even though the student has put the author's name in the parentheses or in the reference page;
- Turn in work done for other classes, regardless how big or small the assignment may be, without the current instructor's approval—this is considered "self-plagiarism," which is a form of academic dishonesty; or,
- Turn in work by another student, even by accident.

In addition, COC has strict rules against using electronic devices during exams without the instructor's approval. To be specific, absolutely no cell phones or any electronic devices can be on the desk or in sight during test or exam without the instructor's approval. The presence of electronic devices in sight during exams may be considered as intention to cheat and will be processed as a form of academic dishonesty. Cases of alleged academic dishonesty, such as plagiarism or cheating, will be referred to the Dean of Student Services for investigation. See your syllabus for course specific policies, rules, and guidelines on plagiarism and academic dishonesty.

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

(90 Minutes)

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

Emeriti Faculty

FY 2022-2023

#	FTF Retiree Name	Hire Date	Retirement Date	Discipline
1	Lisa Wallace	August 14, 2000	June 30, 2023	English & Spanish
2	Michael Dermody	August 23, 1988	June 30, 2023	<i>History & Political Science</i>
3	Ronald Dreiling	August 14, 2000	June 30, 2023	<i>English, Philosophy & Education</i>
4	Sheldon Helfing	January 10, 2002	June 30, 2023	<i>Sociology, Counseling, Psychology & Education</i>

Faculty Receiving Tenure for Spring 2023
FY 2022-2023

	Last Name	First Name	Department
1	Aboulian	Annie	Humanities
2	Gabay	Leora	PE/Kinesiology
3	Ramey	Christopher "Shane"	Biology
4	Tucker	SB	EMT
5	Winter	Theresa	Nursing

Academic Senate Senator ending terms for Spring 2023

Full-Time Faculty School/Division Senator 2022-2023

Name	School	Term
Tammera Stokes-Rice	School of Social and Behavioral Sciences (SBS)	7/1/22 – 6/30/23

At-Large Senator Faculty

Name	School	Term
Benjamin Riviera	At-Large Senator	7/1/22 – 6/30/23
Ambika Silva	At-Large Senator	7/1/22 – 6/30/23



Academic Senate for College of the Canyons STATEMENT Philosophy and Best Practices for Use of Web Enhanced Instruction Spring & Fall 2023

The Covid-19 public health crisis ushered in new instructional modalities in higher education. The creation of those new modalities caused a critical review of all instructional delivery methods to ensure they were distinct in need and purpose as well as consistent with the provisions of Title 5 of the California Code of Regulations. The use of a learning management system (LMS) as a web-enhancement to traditional, face to face (F2F) instruction has been regular practice for many years. This adopted statement of the Academic Senate of College of the Canyons seeks to establish the basis of proper and effective web-enhancement of F2F instruction upon which faculty should rely. "Web-enhancement" via the use of an LMS infers student ability to access the internet for the class. For purposes of this statement, web-enhanced F2F instruction is anything other than the use of an LMS or digital platform for merely housing course documents, resources or grades.

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

1. The legally required amount of instructor to student contact hours in the physical class room shall not be excused, reduced or diminished by any web enhanced assignments or components to the course.
2. Allowing for the use of digital platforms or an LMS to support major course assessments is permitted. However, such assessments must also be made available to students in the physical classroom to ensure alignment with student expectations for the modality in which they enrolled. As is the case for all online or digital examinations, ensuring the highest degree of academic integrity should be paramount when constructing assessments and the manner in which they are delivered.
3. Course assessments, homework, and other assignments that are required via an LMS or digital resource, and are other than a major course assessment, are permitted but should be considered "low stakes" relative to the instructor's grading rubric for the course. This category of coursework should not collectively equate to or surpass the total value of major course assessments within the grading rubric.
4. At the point of enrollment, students should be made fully aware of what resources will be required outside the physical classroom. Any F2F class section that intends to have a web enhanced component should create an orientation letter detailing the intended use of the LMS or other digital resources for classwork.
5. Absent the public posting of an orientation letter prior to the initiation of enrollment by the Office of Student Services, any enrolled student requesting LMS or digital based coursework be provided to them in the physical classroom should be honored. Instructors should be prepared to provide equivalent assignment hard copies or alternatives for students in the physical classroom.

The Academic Senate shall work with the Office of Instruction and the Office of Student Services to secure the commitment of District resources and support for the easy creation and publication of orientation letters for F2F classes.