College of the Canyons Academic Senate
February 8, 2024
3:00 p.m. to 5:00 p.m.
Hybrid Format, via Zoom & in-person in BONH-330

Join Zoom Meeting
https://canyonsonline.zoom.us/j/89672861130?pwd=rM5ST4atUVbKaEEyrnbUYCAAyRVLBB.1

Meeting ID: 896 7286 1130; Passcode: 424965
One tap mobile +16694449171,,89672861130# US; +12532050468,,89672861130# US

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

AGENDA

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

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

A. Routine Matters
1. Call to order
2. Public Comment
   - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:
   - Selection Committee appointments (pg. 3)
   - Updated Tenure Committee List for 2023-24 (pg. 4)
5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar
   - Academic Senate Summary, December 7, 2023 (pg. 5-7)

B. Reports
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.
1. Legislative Report/Discussion (50% law), Wendy Brill-Wynkoop (FACCC President)
2. CETL Committee Chair Annual Report, Julie Johnson & Robert Wonser (pg. 8-10)
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. Senate & Curriculum Committee Meetings Calendars FY: 24-25 (fall 24- spring 25) (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 4610 Instructional Service Agreement, Gary Collis (pg. 12-14)
2. Senate Communications & Duties (Retreat Topic Revisited), David Andrus & Lisa Hooper
3. SEM Report Out, Dr. Omar Torres & David Andrus

E. Unfinished Business

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

1. CTE Toolkit
2. Senate Policy on Web Enhancement
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations

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. Senate Faculty Office Procedures
3. Staff Training for Classified Absences

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2024: Feb. 22nd, March 7th; March 21st; April 11th; April 25th; May 9th; May 23rd
2. 2024 FACCC Advocacy & Policy Conference: Feb. 25th – 26th, Sacramento, CA.
3. 2024 ASCCC Spring Plenary Session: April 18th – 20th, San Jose Marriot, San Jose, CA.
4. 2024 ASCCC CTE Regional Consortium: May 3rd, Los Angeles, CA. area
5. 2024 ASCCC Faculty Leadership Institute: June 20th – 22nd, Location TBD
6. 2024 ASCCC Curriculum Institute (Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!): July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

H. Adjournment

The teleconference is accessible though the following link:
https://canyonsonline.zoom.us/j/89672861130?pwd=rM5ST4atUVbKaEEyrnbUYCAAyRVLBB.1
Please note:
This meeting will be broadcasted at the following locations via zoom

none

Selection Committees

First Name	Last Name	FTF/Adjunct
Lisa	Hooper	FTF
Jason	Oliver	FTF

Note: Peer Evaluators for new full-time faculty Tenure committees will be included on the February 22, 2024, Academic Senate Agenda.

Tenure Committees 2023-2024 (as of 02.5.2024)							
Last Name	First Name	School/Department	Committee Chair	Peer Evaluator	Administrator	FT Faculty Hire Date	Status
Anna	Hillary	Occupational Therapy Assisting	Heather Dotter	TBD	TBD	1/29/2024	1st year
Bell	Nathan	Physics	David Michaels	TBD	David Vakil	1/29/2024	1st year
Larsen	Kevin	Manufacturing Technology	Tim Baber	TBD	Nadia Cotti	12/14/2024	1st year

Note: Existing Tenure Committees listed below include changes to committee membership noted in **bold.**

Tenure Committees 2023-2024 (as of 02.5.2024) Cont.

Last Name	First Name	School/Department	Committee Chair	Peer Evaluator	Administrator	FT Faculty Hire Date	Status
Arena	Sylvester (Syl)	Photography	**Shannon Doronio**	Meghan Andrade	Jennifer Smolos	2/7/2022	2nd year

Academic Senate Meeting Summary for December 7, 2023

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

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

Guest							
Alexandra Mokh	X	Dianne Avery	X	Lak Dhillon	X	Todd Brookes	X
Anthony Michaelides	X	Dr. Jasmin Ruys	X	Michael Felix	X	Wendy Brill-Wynkoop	X
April Marin	X	Erin Tague	X	Dr. Rian Medlin	X		
Chad Peters	X	Jason Hinkle	X	Rosario Gonzalez	X		
David Vakil	X	Jennifer Smolos Steele	X	Ruth Rassool	X		

I. **Routine Matters**
1. Call to order: 3:05pm
2. Public Comment:
   - Many syllabi are in various modalities and not in a collectable format. This is now creating an issue to collect and store.
   - Due to the resent shooting at UNLV a survey and focus group will be conducted to gather feedback. Need more security officers especially once dorms are built. There are plans to offer FLEX training for emergencies.
   - There is concern with doing away with student spaces due to building redesign.
   - Dr. Torres gave a special thanks to all faculty for their amazing work and advocacy and wished all a wonderful holiday.
3. Approval of the Agenda:

- Agenda was modified to move the discussion item section above the reports section.
- Motion to approve the agenda with the modifications stated above by Rebecca Shepherd, seconded Arshia Malekzadeh. Lauren Rome proxy for Linda Beauregard-Vasquez (yes, vote). Erica Seubert proxy for Jennifer Paris (yes ,vote). Unanimous. Approved.

4. Committee Appointments:
   - Selection Committee
     - Christina Chung
     - Howard Fisher
     - Phil Marcellin
5. Sub-Committee Summaries/Information: none
6. Academic Senate Release Time Memo 2024/25 (pg. 6)
   - The new leadership team outline in the memo has been confirmed for 24/25. Memo has been forwarded to Dr. Torres for processing.
7. Approval of the Consent Calendar
   - Motion to approve the consent calendar by Victoria Leonard, seconded by Lisa Hooper. Lauren Rome proxy for Linda Beauregard-Vasquez (yes, vote). Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved

Academic Senate Summary, November 16, 2023 (pg. 3-5)	Curriculum Committee Summary, November 30, 2023

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

1. Legislative Update Report, Wendy Brill
   - Wendy serves as the FACCC President. There is legislation to push transfer rates. AB 2884 (Berman) was revised allow lottery funds to be spent on basic needs. The 50% law, that asks that half of funding be spent on the salaries of people in the classroom in K-14, may be coming to an end. With the elimination of this law class size could be as large as 350 students. There will be an audit of data with the hope to eliminate this law. More legislative reports may come through Senate.
2. Academic Senate Presidents Report, David Andrus
   - PAC-B Report Discussion
     - The committee worked on new budgetary parameters, goals and adopted the 2023-24 budget. Many details of the budget parameters and values were taken and placed into a parallel "guidelines" document to reduce the size of the parameter document. There will be an emergency PAC-B meeting in January to adopt the new parameters and then they will be presented to the Board in January for approval.
3. Vice Presidents Report, Lisa Hooper
   - Self-Service Taskforce Discussion/Update

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

1. Adjunct Curriculum Representative Election Results (pg. 7)
   - Motion to approve the Election Results by Erica Seubert, seconded by Mike Harutunian. Lauren Rome proxy for Linda Beauregard-Vasquez (yes, vote). Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
2. Faculty receiving Emeriti status December 2023 (pg. 8)
   - Jennifer Hauss, *English/Journalism*
     - Motion to bestow Emeriti status to Jennifer Hauss by Mike Harutunian, seconded by Rebecca Shepherd. Lauren Rome proxy for Linda Beauregard-Vasquez (yes, vote). Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
   - James "Jim" Wolf, *Biological Sciences*

- Motion to bestow Emeriti status to James "Jim" Wolf by Shane Ramey, seconded by Erica Seubert. Lauren Rome proxy for Linda Beauregard-Vasquez (yes, vote). Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved.

L. Discussion

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

1. EEO Plan, Dr. Rian Medlin
   - AP 3420 (Equal Employment Opportunity (pg. 9-10)
   - 2023 SCCCD EEO PLAN Draft Clean
     - The actual EEO plan used to serve as the AP, however an AP is now also needed and the EEO plan should be its own, separate document apart from the related AP. The State Chancellors office now reviews EEO plans. The plan will go to the Board on Jan. 17th for review/approval. Much of the EEO plan data was collected during time of hire. If anyone has any questions or complaints reach out Dr. Rian Medlin.
2. Student Center Renovation Update, Dr. Jasmine Ruys & Erin Tague
   - Every structural wall in the building will stay. The proposed floor plan will not change. The plan was submitted to the DSA in July 2023. The project will take 18 months. There will be café style seating. There is a suggestion to set up a regular cleaning schedule and to hire additional cleaning staff. For outdoor seating the suggestion was to not install umbrellas but a large awning. There is concern with removing high ceiling space as this may put more burden on the air-conditioning system. Staff will be moved out in summer of 2024. All student services will continue to function.
3. Food Service Discussion, David Andrus & April Marin
   - Vendors on campus are not necessarily or always making a profit. There was a suggestion to contact Yasser to help vendors hire student workers. There may be additional BANC bucks for students with the use of lottery funds. Due to building renovations there may be food available via food trucks, mobile apps, mobile kitchens and online menus.

M. Unfinished Business

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Senate Policy on Web Enhancement
4. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations

N. New Future Business

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

1. Tenure Committee Training Workshops
2. Senate Faculty Office Procedures
3. Staff Training for Classified Absences

O. Announcements

1. Next Academic Senate Meeting Dates Spring 2024: Feb. 8th, Feb. 22nd, March 7th; March 21st; April 11th; April 25th; May 9th; May 23rd
2. 2024 ASCCC Spring Plenary Session: April 18th – 20th, San Jose Marriot, San Jose, CA.
3. 2024 ASCCC CTE Regional Consortium: May 3rd, 2024, Los Angeles, CA. area
4. 2024 ASCCC Faculty Leadership Institute: June 20th – 22nd, Location TBD
5. 2024 ASCCC Curriculum Institute (Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!):
   July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

P. Adjournment: 5:04 pm.

The Center for Excellence in Teaching and Learning Update: Senate Update 2024

Prepared by Robert Wonser and Julie Johnson

In 2023 The Center for Excellence in Teaching and Learning (CETL) continued to provide training in multiple modalities through collaboration with Online Ed and the School of Personal and Professional Learning. Guided by our CETL Steering Committee, a subcommittee of the Academic Senate, CETL continues to offer most of our courses in Non-Credit. Currently, the only two CETL courses that exist outside of Non-Credit are OnlineLIVE and Synergy. In 2023 the CETL Steering Committee put together an AD HOC group to write the Non-Credit curriculum for our OnlineLIVE offering. This curriculum should be on the docket for the Non Credit Curriculum committee to review in Spring 2024.

CETL completed the following learning and growth opportunities for COC faculty. (Not a complete list)

2023 Completed Work

1. **OnlineLIVE Updates -**   +56 trained faculty in 2022/2023
2. **CETL Non Credit -** In 2023 CETL trained more than 154 faculty and offered more than 330 hours of teacher training as part of the Non-credit certificate called *Teaching Foundations Certificate* that is relevant for teacher preparation. This certificate includes a combination of offerings like Teaching Strategies, Introduction to Online Instruction (IOI), Culturally Responsive Teaching, Critical Thinking, Reading Strategies, and Assessment Strategies. [**See page 3 for a list of CETL Non-Credit EDUC courses offered this year with upcoming sections.**]
3. *New in 2024 -* Non Credit Certificate - **21st Century Teaching Practices Certificate -** 36 Hours. This certificate empowers educators to engage in innovative and equitable classroom pedagogy that challenges our students with differentiated learning styles.
   a. -NC.EDUC106 - Teaching P5BL for Civic Equity and Inclusion
   b. -NC.EDUC107 - ePortfolios for Engagement, Reflection, and Assessment
   c. -NC.EDUC108 - Teaching International Students
4. **Future Instructors in Training(FIT)**: CETL collaborated with Garrett Reick, HR and the FIT instructors to bring FIT into Non-Credit course listings using CETL's NC.EDUC-100 Introduction to Teaching Strategies. The new NonCredit certificate is **Fundamental Teaching Skills for Higher Education**.
5. **Synergy**: 2023/24: Synergy topics include: Intrinsic Motivation and Student Success, Designing a Learner Centered Syllabus & Increasing Accessibility with A Liquid Syllabus, High Impact Teaching Practices: and Interdisciplinary Projects and Reading Apprenticeship. Fall of 2023 was presented by Cindy Stephens.
6. **Created** Zoom videos with Online Ed explaining CETLs offerings, distinguishing modalities, and explaining the new Teaching Foundations Certificate
   a. ▶ CETL Intro to Canvas and Introduction to Online Instruction (IOI)
   b. ▶ CETL Online   Hybrid
   c. ▶ CETL OnlineLIVE   HyFlex
   d. ▶ CETL   Teaching Foundations Certificate
7. **New Faculty Orientations -** More than 20 new faculty trained in Fall 2023.
8. **Continued Updates to CETL Website**: *www.canyons.edu/cetl* Includes a calendar of classes, links to My Learning Plan, CETL Faculty bios and forms for new faculty interest.
9. a. ProTip Emails continue to be well received. Last Pro Tip - Fall 2023
10. **Ongoing Partnerships -** CETL is honored to work with the following Campus initiatives:
    a. Online Education - CETL continues to have a robust partnership with Online Education over HyFlex training, IOI certification and Open Pedagogy speakers series. Potential MIT

collaboration.
   b. ePortfolios
   c. Project Based Learning
   d. Title V Grant - Empowering STEM students and faculty –
      i. Spring 2024: Previous CRT course completers participate in a retreat to refresh and implement recent CRT strategies with Katie Coleman and Robert Wonser (approx. 5 hours): 3/22/2024 and 4/26/2024: 10:00am-12:30pm both days
      ii. Summer 2024: Participate in CRT facilitated course (approx. 36 hours, online course)
   e. IDEAA Repository
   f. Curriculum Grant Sandboxes

Plans underway and upcoming for 2023-2024 include:

1) The CETL Steering Committee in collaboration with Academic Senate would like to write a **Best Practice in Syllabi Recommendations** one pager for the campus.
2) **Develop** a working UDL/Open Pedagogy checklist for the campus - Steering Committee
3) **Write** more CETL curriculum into Non-Credit and offer another certificate option
   a. IOI 2.0 - recruit new instructors and write curriculum
   b. Faculty Self Care and Wellness
   c. Equity Minded Teaching Certificate
4) **Develop** peer collaboration program

CETL's Spring 2024 Calendar of Classes

1. NC.EDUC-105-80448 **Introduction to Online Instruction** (IOI) Spring 2024 - 02/20/24-03/23/24 Michelle LaBrie
2. NC.EDUC-101 - **Reading Strategies** - Spring 2024 After Spring Break Cindy Stephens
3. NC.EDUC-103 - **Critical Thinking** - Spring 2024 - 2/23: 9-10am, 3/1: 9-11, 3 /8: 9-11 3/15: 9-11, 3/22: 9-11 Chris Blakey
4. NC.EDUC-106 - **Teaching P5BL for Civic Equity and Inclusion** - Spring 2024 Linda Beauregard-Vasquez (TBD)
5. NC.EDUC-100 **Introduction to Teaching Strategies** Spring 2024 - After Spring Break Victoria Leonard

The CETL Steering Committee meets HyFlex on the third Tuesday of the month. For information to join CETL, please email, cetl@canyons.edu.

CETL 2023/2024 Schedule

Course	Nickname	Semester	Specific Dates	Instructor	Enrollment
NC.EDUC-101-72860 Reading Strategies	Reading Strategies	Spring 2023	3/13/2023 - 4/1/2023	Cindy Stephens	20
OnlineLIVE #185S	OnlineLIVE	Spring 2023	3/6/23 - 3/17/23	Carol Johnston	14
NC.EDUC-103-70096 Critical Thinking Strategies	Critical Thinking	Spring 2023	4/21/20-5/19/23	Chris Blakey	3
NC.EDUC-105 Intro to Online Instruction	IOI	Spring 2023	4/17/23 - 5/20/23	Michelle LaBrie	10
NC.EDUC-104 Culturally Responsive Teaching	CRT	Spring 2023	5/1/23 - 6/1/23	Robert Wonser	7
OnlineLIVE #314S	OnlineLIVE	Summer 2023	6/12/23 - 623/23	Rick Howe	12
NC.EDUC-105 Introduction to Online Instruction	IOI	Summer 2023	7/10/23- 8/12-23	Katie Coleman	5
OnlineLIVE #90F	OnlineLIVE	Summer 2023	7/31/23 - 8/11/23	Teresa Ciardi	5
OnlineLIVE #116F	OnlineLIVE	Fall 2023	8/28/23 - 9/8/23	Lori Young	17
NC.EDUC-105-76768 Intro to Online Instruction	IOI	Fall 2023	9/5/2023 - 10/7/2023	Michelle LaBrie	20
NC.EDUC-102-76838 Assessment Strategies	Assessment Strategies	Fall 2023	10/9/2023 - 10/28/2023	Julie Johnson	13
NC.EDUC-105-80163 Intro to Online Instruction	IOI	Winter 2024	1/2/2024 - 2/3/2024	Michelle LaBrie	8
OnlineLIVE	OnlineLIVE	Winter 2024	1/2/2024 - 1/18/2024	Carol Johnston	20
NC.EDUC-105-80448	IOI	Spring 2024	02/20/24-03/23/24	Michelle LaBrie	TBD
				Totals	154

2024/2025 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR

Academic Senate & Curriculum Committee Meetings 2024/2025					
Fall 2024			**Spring 2025**		
Meetings occur on Thursdays in BONH 330 (3:00 pm to 5:00 pm) *Hold Senate Retreat NOT during FLEX and instead during the first week of fall 2024 semester.*					
Month	Meeting	Date	Month	Meeting	Date
August	Senate Retreat *(FLEX week Fri, Aug. 9th to Fri, 16th)* *(First Day of Fall 2024, Aug. 19 Monday)*	Aug. 22	February	Senate 8 *(FLEX Week Feb. 3rd to 7th)* *(First Day of Spring 25, Feb. 10 (Monday)*	Feb. 13
September	Curriculum 1	Aug. 29		Curriculum 8	Feb. 20
	Senate 1	Sept. 05		Senate 9	Feb. 27
	Curriculum 2	Sept. 12	March	Curriculum 9	March 06
	Senate 2	Sept. 19		Senate 10	March 13
	Curriculum 3	Sept. 26		Curriculum 10	March 20
October	Senate 3	Oct. 03		Senate 11	March 27
	Curriculum 4	Oct. 10		Curriculum 11	April 03
	Senate 4	Oct. 17	April	No Meeting - Spring Break April 7th to 11th (Mon. to Sun.)	April 10
	Curriculum 5	Oct. 24		Senate 12	April 17
November	Senate 5	Oct. 31		Curriculum 12	April 24
	Curriculum 6	Nov. 07		Senate 13	May 1
	Senate 6	Nov. 14	May	Curriculum 13	May 08
	Curriculum 7	Nov. 21		Senate 14	May 15
	No Meeting - Thanksgiving	Nov. 28		Curriculum 14	May 22
December	Senate 7	Dec. 05		Senate 15	May 29
	Last Day of Fall Semester	Dec. 07 *(Saturday)*		Last Day of Spring Semester End of Year Senate Collegial Celebration	June 6 (Thurs.)

AP 4610 Instructional Service Agreements

Reference:
> Education Code Sections 78015 and 84752
>
> Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq., 58051 (c) – (g), 58051.5, 58055, 58056, 58058 (b), and 58102-58108

1. Instructional Service Agreements (ISAs) are contracts between public agencies or private entities and the Santa Clarita Community College District (District) to provide specific educational services. Through an ISA, an outside organization partners with the District to provide college-level training. ISAs vary from contract education in which a contractor pays the full cost of instruction in a closed class setting and the District does not receive apportionment.

2. Prior to establishing a vocational or occupational training program, the District's governing board shall conduct a job market study of the labor market area in which it proposes to establish the program.

3. ISAs to which to the District is a party shall include at least the following provisions, terms, and/or conditions:

   A. The identity or identities of the District's agents who shall be responsible for ensuring compliance with the ISA's terms;

   B. A requirement that all parties comply with relevant District policies and procedures;

   C. A description of each party's responsibilities, including a representation that the District shall be responsible for the educational program;

   D. Recitations of:
      i. the enrollment period;
      ii. the student enrollment fees;
      iii. the number of class hours required to meet the stated performance objectives;
      iv. requirements that students be supervised and evaluated;
      v. the circumstances under which students will be allowed to withdraw prior to completion of a course or program and procedures for such withdrawal Conditions for cancellation or termination;
      vi. The circumstances under which the contractor and/or District shall insure that ancillary and support services are provided for the students.

4. All instruction claimed for apportionment under any ISA to which the District is a party shall be conducted under the immediate supervision and control of a District employee or

contractor who has met the minimum qualifications for instruction.

5. If the instructor providing instruction under an ISA to which the District is a party is not a paid employee of the District, the District shall enter into a written contract with the instructor that ensures that the District has the primary right to control and direct the instructional activities.

6. The District shall require that the minimum qualifications for instructors teaching courses offered pursuant to an ISA to which the District is a party are consistent with the qualifications to teach other similar courses given in the District.

7. Course(s) offered by the District pursuant to an ISA must be held at facilities which are clearly identified as being open to the general public. Enrollment in such courses must be open to any person who has been admitted to the District and has satisfied any applicable prerequisites. The District policy on open enrollment must be published in the district catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course offered pursuant to an ISA and information about whether the course is offered for credit and is transferable.

8. Course outlines of record for ISA courses shall not list as a prerequisite public safety employment or possession of a basic course diploma. Appropriate health and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan and/or other additional requirements that comply with the law.

9. Course outlines of record for ISA courses shall include a sufficiently detailed list of prerequisites that are directly related to the content of the course so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses.

10. A student may request an evaluation, through the District's Office of Admissions & Records, of their previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the District's prerequisite challenge process. The District's Office of Admissions & Records shall maintain documentation that demonstrates its processes for assessing student eligibility for enrollment were followed.

11. College publications, including the course outline and syllabi, shall notify students of the process by which they may request an evaluation for equivalent enrollment eligibility for ISA courses. The notice shall indicate that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will grant equivalency for licensure or employment purposes.

12. Degree and certificate programs offered pursuant to an ISA to which the District is a party must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.

13. The courses of instruction for a program offered by the District pursuant to an ISA shall be specified in the ISA. The outlines of record for such courses shall be approved according to the District's standard course approval policy and procedures.

14. District personnel shall conduct annual site visits to assure that faculty teaching different sections of the same ISA course teach in a manner consistent with the approved outline of record for that course and faculty covered under the ISA and students enrolled in ISA courses

are held to a comparable level of rigor.

15. The District shall maintain records of student attendance and achievement. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

16. The District shall certify that it does not receive full compensation for the direct education costs of any course offered pursuant to an ISA from any public or private agency, individual, or group.

17. The District shall be responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

18. The District shall comply with the requirements of Title 5, Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities if classes are to be located outside the boundaries of the District.