

**Academic Senate Agenda**  
**April 28, 2005**  
**3:00 p.m. I-330**

**I. ROUTINE MATTERS**

1. Approval of Senate summary for April 7, 2005 ([page 2](#))
2. Approval of Calendar for Senate and Curriculum ([page 11](#))

**II. REPORTS/INFORMATION**

3. Statewide Academic Senate
4. Discipline Assignment Committee Report

**III. ACTION ITEMS**

5. Confirm changes to adjunct hiring procedures ([pages 3-6](#))
6. Temporary Non-Credit Hiring Procedures ([page 10](#))

**IV. DISCUSSION ITEMS**

7. Ed Tech, Report on On-line classes – James Grossklag
8. Soup and Surprise Calendar

**V. Adjournment/Open Forum**

**Academic Senate Summary****April 14, 2005**

**Attendance:** Patty Robinson, Lea Templer, Deanna Davis, John Bartke, Miriam Golbert, Steve Dixon, Deborah Gear, Michael Dermody, Sherrill Pennington, Steve Vanover, Chelley Maple, Fred D'Astoli, Pamela Borrelli and Bob Brode

**Welcome to everyone.** The Senate summaries for February 14 and April 7, 2005 were approved.

**Dean Maloney provided a brief overview of her trip to China.** She told of the places she and Bruce Pelkey visited and of the conversations they had with the people there. However, after the trip it was concluded that currently it was not feasible for the district to provide a program in Nanjing at this time.

**The Academic Freedom Committee had their first meeting,** have starting a review of the District's Academic Freedom policy. Any suggestions or recommendations from the committee will come to the Senate, before they are sent on to the Board. This committee is chaired by Stephen Branch; please contact him for more information on this important committee.

**The Math/English graduation requirements were approved at the State Academic Senate.** The requirements are now being forwarded to the Board of Governors for implementation. The Statewide Senate has indicated a desire to review "gatekeeper" classes in these disciplines.

**The Student Development Office is presenting a program to recognize faculty** who assist through supporting student clubs, as well as for faculty members who assist with service learning. The Senate commended the Student Development Office for this program.

**A Faculty SLO Committee has been instituted** to provide a resource for faculty members of the college. Collette Gibson from the Math Department will be chairing this resource group, and she would like to have at least one volunteer from each division. It was suggested that the name of the committee may be changed to be more descriptive.

**Revisions to the Board Smoking Policy** was presented by the ASG. The Senate endorsed the proposed policy changes.

The Senate also expressed concerns with the enforcement of the smoking policy. It was suggested that the Senate, along with ASG, meet with Tammy Castor to discuss ways to ensure better enforcement and compliance with this policy. Faculty members who are interested in participating with this group should contact Michael Dermody.

**CSU's abandonment of CAN** (California Articulation Number) was discussed. Although CAN had problems, the "dissolution" of the system may have a major impact on community college students.

There was a brief discussion on CSU's "Lower Division Transfer Plan" was reviewed. More information will be available at a later date; however, departments are strongly encouraged to attend any CSUN meetings regarding LDTP.

**Carter Doran's passing** was marked by the Senate; his funeral is scheduled a week from Saturday. There was discussion on the best way to celebrate Carter's life.

**Will there be an end of the year Faculty Party?** If anyone wants to organize the party let Michael know! We are still anticipating that the graduation breakfast for students will be held the morning of Graduation.

**The Senate Adjourned** at 4:25 p.m. Our next meeting is April 28, 2005.

*NOTE: This Fall, the Senate approved the following changes to the adjunct hiring policy. We have been asked to confirm these changes.*

DATE: November 9, 2004  
TO: Academic Senate  
FROM: Diane Fiero  
V.P. of Human Resources

SUBJECT: Proposed Revisions to the Adjunct Hiring Procedures

The Human Resources Office would like to propose the following revisions to the current Adjunct Hiring Procedures. The changes will address concerns from faculty regarding recruitment efforts and the hiring process.

### **Section 4.3 and 7.4 requirements**

*The Senate approved the following three proposals:*

- Adjuncts who have not taught at COC for at least two consecutive semesters must re-apply using the Adjunct Re-employment Application summary form and submitting an updated resume. Their materials will be placed into the eligibility pool. (See attached form)
- Adjuncts who have not taught at COC for more than three years must undergo a new application process. They will also need to undergo a new interview process.
- In both cases, the individual must meet the minimum qualifications and equivalency procedures that are in effect at that time.

### **Section 5 - Required Documentation**

*The Senate approved the first three of the following four proposals:*

- District Application
- Resume
- Copy of transcript
- ~~3 letters of Reference (highly recommended)~~

### **Section 5.2 Adjunct - Additional Interest Form**

*The Senate approved the following proposal:*

Current adjuncts interested in teaching in other disciplines can submit an Adjunct-Additional Interest Form instead of completing an entire new application. They must still undergo the interview process. (See attached form)

**College of the Canyons**  
**Academic Hiring Procedures**  
**Adjunct Positions**

1. **Preface.**

In general the same underlying philosophy for the hiring of full-time faculty members also applies to the hiring of adjunct faculty. There are, however, additional issues and concerns that need to be addressed when selecting adjunct faculty members.

- 1.1 The necessity of ensuring quality and high levels of teaching excellence is not incompatible with the recognition that flexibility and speed may be needed when filling adjunct positions. With care, the two issues can be complimentary.
- 1.2 We should recognize the practical fact that a vast majority of successful applicants for full-time faculty positions start as adjunct, so we must be sure that we do not inadvertently “narrow the gate” by having too restrictive of a procedure for hiring adjunct.
- 1.3 However, since our primary concern should be the educational experience of our students, who should not have to worry whether an adjunct or Full-time faculty member is teaching them, we should ensure that the professional qualities of ALL faculty members are of the highest caliber.

2. **Department Chair and Designee**

- 2.1 For the purposes of efficiency, any references to “Department Chair” may be read as “Department Chair or designee”.
- 2.2 During the summer, or when the college is in recess, if the Department Chair will not be available he/she should identify a designee. If there is no designee, the Academic Senate President may appoint a designee.

3. **Recruitment**

- 3.1 The Human Resources department will establish a schedule for publishing generic announcements for adjunct positions. Inclusion of academic departments on these announcements and all other related college-recruitment materials will be in coordination with the Instruction Office and the Department Chairs.
- 3.2 Before conducting any supplemental recruiting, departments should notify the Human Resources Office. Human Resources will assist the department in ensuring that all legal requirements as well as the overall goals of the college recruiting processes are met.
- 3.3 The Human Resources Office will keep applications for a period of two years.

4. **Minimum Qualifications**

- 4.1 Students are entitled to the best possible instruction regardless of whether it is being delivered by an adjunct or a full-time faculty member. As such, the procedures for determining Minimum Qualifications and Equivalencies are the same for both adjunct and full-time hires.
- 4.2 If an individual satisfies the equivalency for a particular discipline, he/she retains his/her status as meeting the equivalent minimum qualifications for that discipline for as long as he/she maintains continual academic employment with the college. He/She retains equivalency for that discipline,

and may continue to use that equivalency to qualify for any future adjunct and full-time hires within that discipline.

- 4.3 However, if an individual is not employed for two consecutive regular semesters, he/she must **re-apply via the Adjunct Re-employment Application form to be placed into the eligibility pool. If an individual is not employed for more than three years,** he/she must undergo a new application **and interview** process. **and In both cases, the individual** must meet the minimum qualifications and equivalency procedures that are in effect at that time.

## **5. Required documentation**

- 5.1 All applicants are to complete the following:
- Appropriate district application,
  - Unofficial copies of transcripts,
  - Resume,
  - Professional letters of reference. **(Highly Recommended)** There must be a minimum of two letters, although three letters are preferred. The letters must have been signed and dated within the last five years. (Student classroom evaluations are not considered professional letters of reference.)
- 5.2 **Current adjuncts interested in teaching in other disciplines can submit an Adjunct-Additional Interest Form instead of completing an entire new application. They must still undergo the interview process.**

Any required documentation must be submitted to the Human Resource Office prior to an interview being established.

## **6. Screening/Interviewing committee**

- 6.1 All committees to screen and/or interview adjunct applicants must consist of at least two individuals.
- 6.2 The Department Chair will chair the committee. It is strongly encouraged that the second committee member should be a full-time faculty member from within the same department; however another full-time faculty member or an educational administrator may also serve as the second committee member.
- 6.3 The Senate and the Instruction Office may agree to add additional members to the committee to provide for increased expertise and input.
- 6.4 To ensure institutional integrity in the hiring process, it is desirable that the Human Resource Office arranges the interviews.
- 6.5 However, in some cases it might be necessary for the committee chair to schedule the interviews. In these cases, the committee chair must contact and coordinate with the Human Resource office to complete any and all other arrangements for the interviews.

## **7. Eligibility List:**

- 7.1 Candidates who have successfully completed the interview process will be placed on the eligibility list. However, no candidate will be placed on the eligibility list until the Human

Resource Office has verified the minimum qualification of a potential faculty member, as determined by the Senate equivalency procedure.

- 7.2 The department chair will recommend to the Instruction Office a list of individuals who are best qualified to teach particular courses. For those classes that are offered in a non-traditional format (e.g., PACE, Distance-Ed), the Department Chair may consult with the appropriate coordinator/administrator of those programs to determine the best qualified for particular sections.
- 7.3 Only the Instruction Office, based on the recommendation list provided by the Department Chair, may make an official offer of employment.
- 7.4 Individuals who have not been employed at the College for two consecutive, regular semesters will be removed from the eligibility list and must reapply **per the requirements of Section 4.3.**

## **8. Emergency Hires**

- 8.1 An “Emergency hire” is one that occurs when there are less than *two* working days prior to the scheduled start of a class session.
- 8.2 In emergency hires, a formal committee interview is not necessary. However, unofficial transcripts and completed District Application must be submitted prior to employment. All other required documentation (e.g., official transcripts, “new hire packet”, letters of recommendation) must be submitted prior to the first pay period.
- 8.3 Established minimum qualifications and equivalencies cannot be waived for “emergencies”.
- 8.4 If an emergency hire wishes to be placed on the eligibility list for future teaching assignments, the Department Chair and/or Division Dean must ensure that the faculty member completes the regular hiring procedures.
- 8.5 The Human Resources Office will provide the Instruction Office, Department Chairs, and Academic Senate with a list of all “emergency hires” each semester.

## **9. Follow-up Responsibilities**

The Committee Chair is responsible to ensure that all committee materials and required committee documents are returned to the Human Resources Office.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
 ADJUNCT RE-EMPLOYMENT APPLICATION**

Adjuncts who have not taught at COC for at least two consecutive semesters must re-apply. Please complete this summary form to re-apply unless you have not taught at COC for more than three years (a new application packet is required at that time). The District may ask for supporting documentation if needed. Materials will be placed in the eligibility pool for review.

**POSITION APPLIED FOR:** \_\_\_\_\_

Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Home Address \_\_\_\_\_  
*Street Address City State Zip Code*

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Indicate how you meet the current minimum qualifications or equivalency: \_\_\_\_\_

Position Last Taught / Semester Date: \_\_\_\_\_

**Please provide the following to reflect additional information since you last taught at COC:**

**Education:**

Name of Accredited Institution		

**Employment Experience:**

		From	To	
Position	Supervisor	Salary	Hrs Per Week	FTE%
		From	To	
Position	Supervisor	Salary	Hrs Per Week	FTE%

**Professional Activities- such as training, travel, publications, organizations, lectures:**


**List Three (3) Professional References:**


Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? A "Yes" will not automatically preclude you from employment consideration.  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No

If yes, please indicate the nature of the conviction. \_\_\_\_\_

A conviction record does not necessarily exclude you from employment with this District. However, failure to report convictions can lead to dismissal from the position.

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

I certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I give the Santa Clarita Community College District (SCCD) and its authorized agent's permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatement or omission in the application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to SCCD any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted, and hereby waive any rights of privacy to the information or documents which I may have under any federal, state, or local law, ordinance or rule.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**  
**Adjunct - Additional Interest Form**

Current Adjuncts who are interested in teaching in other disciplines may complete this form (instead of a new application packet) to apply to other areas. Please attach an updated resume. The District may ask for supporting documentation if it is not currently on file. This form will be placed in the application files for future review.

Name \_\_\_\_\_ SS# \_\_\_\_\_

Home Address \_\_\_\_\_  
*Street Address City State Zip Code*

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Current Adjunct Position/Discipline: \_\_\_\_\_

I am also interested in applying to the following teaching discipline(s):

Discipline	Write MQ <sup>1</sup> or Equiv #	Education <sup>2</sup>	Experience <sup>3</sup>
a.			
b.			
c.			
d.			

<sup>1</sup> MQ means meeting the minimum qualifications set by the state. If you are trying to qualify under an equivalency accepted by the department, indicate the equivalency number.

<sup>2</sup> Please indicate the degree that will qualify you, the major/concentration, and name of the school.

<sup>3</sup> Please indicate the equivalent number of full-time years of relevant experience.

I authorize department chairs/designees to review my existing application materials for consideration in each of the areas.

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date

**Temporary Process**  
**Hiring- Noncredit Instructors**

Minimum qualifications to teach noncredit courses have been established per Title 5 Regulations-Section 53412.

Applicants will be required to submit the following documents for consideration:

- District application,
- Unofficial copies of transcripts,
- Resume.

The Human Resources department will recruit instructors for noncredit courses. The Vocational Educational Coordinator, the applicable Division Dean and Department Chairperson will be responsible for screening and/or interviewing candidates or selecting a committee of two individuals to conduct the interview process.

Individuals will be hired as Noncredit Course Instructors and will be paid at a noncredit rate, yet to be established.

**2005-2006 Tentative Calendar  
 Fall 2005**

Curriculum I	Senate I	Curriculum II	Senate II
September 1	September 8	September 15	September 22
October 6	October 13	October 20	October 27
November 3	November 10	November 17	None due to Thanksgiving
December 1	December 8	Winter Break	Winter Break

**Spring 2006, Tentative Calendar**

Curriculum I	Senate I	Curriculum II	Senate II
February 2	February 9	February 16	February 23
March 2	March 9	March 16	March 23
April 6	April 13	April 20	April 27
May 4	May 11	Final Exams	Final Exams

**Soup and Surprise for 2005/2006**

<b>Date</b>	<b>Time</b>	<b>Place</b>
<b>September 20</b>	<b>Noon – 1:00 p.m.</b>	<b>Cafeteria Lounge</b>
<b>October 18</b>	Same as above	Cafeteria Lounge
<b>November 15</b>	Same as above	Cafeteria Lounge
<b>February 21</b>	Same as above	Cafeteria Lounge
<b>March 21</b>	Same as above	Cafeteria Lounge
<b>April 18</b>	Same as above	Cafeteria Lounge