

**Academic Senate Agenda
October 27, 2005
3:00 p.m. I-330**

I. ROUTINE MATTERS

1. Approval of the Academic Senate summary for October 13, 2005 ([page 2](#))
2. Approval of the Curriculum minutes for October 20, 2005 ([pages 3-6](#))

II. REPORT/INFORMATION

3. Calendar Update
4. Academic Freedom
5. Statewide Senate meeting

III. ACTION ITEMS

6. Proposed policy revisions (held over from previous meeting) ([page 7-11](#))

IV. DISCUSSION ITEMS

IV. Open Forum, Adjournment (anticipate time 4:45 p.m.)

**Academic Senate Summary
October 13, 2005**

Attendance: Sam Salvatori, Deanna Davis, Mike Wilding, Jill Zubov Schenberger, Lisa Helfrich, Bob Tolar, Marlene Demerijian, Hamoud Salhi, Joan Jacobson, Fred D' Astoli, Patty Robinson, Wendy Eberle, Pamela Borrelli, Sherrill Pennington, Michael Joslin, Phil Marcellin, Edel Alonso, Miriam Golbert, Chelley Maple, Robert Walker, Joel Rosario, Shahla Balijadeh

Smile! Its picture time! Edel arranged for a photo of the Senate that will go on the official Senate website.

The consent calendar was approved, which included the Academic Senate summary for September 22, 2005, as well as Curriculum summaries for September 15 and 29, 2005.

Lisa Helfrich was confirmed as the third adjunct Senator.

Edel Alonso gave an update on the Canyon Country Center. The committee has met twice, and is creating a draft development plan, that will include input from the departments and the community. The committee believes that the new center should be "unique", with its own specialized programs, and not just a mini-COC. It was mentioned that there is a misperception with some community members about quality at the current Access site; that misperception will need to be addressed for the canyon country site.

Constitutional amendments were approved, and sent to the faculty. If approved, these changes would increase the size of the curriculum committee. Although there was some discussion on the merits of increasing the curriculum on a divisional basis, it was decided by the senate to instead at some at large members of the curriculum committee. It was also recommended that the articulation officer be reinstated as a voting member of the committee. The changes to the constitution were approved and forwarded to the faculty for ratification.

The Compressed Calendar received its final discussion. Additional advantages to the compressed calendar were discussed and added to the "FAQ" that will be sent to every faculty member with an advisory ballot on the calendar issue. It was decided that two color-copy charts would be placed on the Senate webpage.

Policy changes were presented by Michael Joslin. The grading proposal was disused, with faculty indicating a preference for a one-year limit to bring forward a petition on a "w" grade, instead of the proposed 180 day limitation. There was also some concern on the logistics in implementing the "maximum of 15 units at COC can be notated as "W".

Due to time limitations, the additional policy revisions will be discussed at the next Senate meeting.,

Adjourned 4:50 p.m.

PROPOSED REVISION: 534, FIELD TRIPS AND EXCURSIONS

534.1 Authorization of Field Trips and Excursions

The governing board of a community college district may authorize staff to:

- (a) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or college band activities to and from places in the state, or any other state, the District of Columbia, or a foreign country for students enrolled in a college. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for the students.
- (b) Engage instructors, supervisors, and other personnel who desire to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.
- (c) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of students, instructors, supervisors or other personnel to and from places in the state, any other state, the District of Columbia, or a foreign country where the excursions and field trips are being conducted; provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
- (d) Provide supervision of students involved in field trips or excursions by academic employees of the district.

534.2 Students Not to Be Excluded Due to Insufficient Funds

No student shall be prevented from making the field trip or excursion because of lack of sufficient funds. ~~To this end the governing board shall coordinate efforts of community service groups to supply funds for students in need of them.~~

No group shall be authorized to take a field trip or excursion authorized by this section if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.

534.3 District May Not Pay for Student Attendance

No expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with district funds. Expenses of instructors, chaperons, and other personnel participating in a field trip or excursion authorized by this section may be paid from district funds, and the district may pay from district funds all incidental expenses for the use of district equipment during a field trip or excursion authorized by this section.

534.4 Crediting Attendance for Apportionment

The attendance or participation of a student in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

534.5 Waiver of Claims by Participants

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring

during or by reason of the field trip or excursion. ***All student participants of a field trip or excursion shall sign a statement waiving such claims.*** All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

PROPOSED NEW POLICY : 541 LATE ADDS

541.1 Established Deadline for Late Adds

The deadline to add a semester length class is the end of the second or third week depending on the length of the semester, or for non-standard length classes (either shorter or longer than the semester) the deadline to add is 20 percent of the meeting days of the class.

541.2 Approval for Late Adds

A student who misses the established deadline for a particular class may add the class upon the instructor's approval and successful petition to the Academic Standards Committee.

541.3 Date of First Attendance

The student's first date of attendance for the class in question must be prior to the established add deadline in order for the District to collect apportionment for that student.

541.4 Documentation of Extenuating Circumstances

If the add deadline is missed, the student must demonstrate extenuating circumstances and provide appropriate documentation as part of the petition process. Extenuating circumstances are verified cases of accidents, illnesses, or family or work obligations, or other circumstances beyond the control of the student. The Academic Standards Committee will make the final determination of the validity of the documentation for extenuating circumstances.

541.5 Consideration of Late Add Petitions

Petitions to the Academic Standards Committee for late adds submitted after the established add deadline for a particular class may be considered as long as the student's first date of attendance was prior to the deadline.

541.6 Deadline for Consideration of Late Add Petitions

The Petition to the Academic Standards Committee form and all supporting documentation for late adds must be submitted no later than 50% of the term for which a student wishes to add the class.

PROPOSED NEW POLICY: 542: LATE REFUNDS

542.1 Established Deadline for Refunds

The deadline for a refund for semester length classes is the end of the second week, or for non-standard length classes (either shorter or longer than the semester) the deadline for a refund is 10 percent of the meeting days of the class.

542.2 Approval for Late Refunds

A student who misses the established deadline for a particular class may obtain a refund if a petition to the Student Business Office is approved.

542.3 Documentation of Extenuating Circumstances

If the refund deadline is missed, the student must demonstrate extenuating circumstances and provide appropriate documentation as part of the petition process. Extenuating circumstances are verified cases of accidents, illnesses, or family or work obligations, or other circumstances beyond the control of the student. The Student Business Office will make the final determination of the validity of the documentation for extenuating circumstances.

542.4 Consideration of Late Refund Petitions

The extenuating circumstances must have occurred prior to or up through the established refund deadline for the class and term in question in order for the student to be eligible for the refund.

542.5 Deadline for Consideration of Late Refund Petitions

The Petition for Late Refund form and all supporting documentation for late refunds must be submitted no later than the end of the term in which the class in question is offered.

October 20,2005 Curriculum Minutes

Subject	#	Course/Program	Description of Change/s	Author/s
COMMITTEE UPDATE:				
The agenda reflects several Computer Networking proposals - the proposals will be reviewed if the author is prepared after consulting with Dr. Karen Meyers regarding new courses for inclusion of a new networking program. It is possible CMPNET courses will not be addressed at this meeting.				
TABLED - CMPNET courses were not addressed at this meeting.				
The Academic Senate will be sending out a ballot that includes a vote on changes to the Senate bylaws to include the addition of 3 at-large faculty members to the Curriculum Committee, the appointing of the Articulation Officer as a voting member of the Curriculum Committee, and the designation of the Curriculum Handbook as containing all the policies and procedures of the Curriculum Committee.				
TECHNICAL CHANGE MEMOS				
COUNS	085	Career and Job Search Preparation	New course approved at 2-17-05 CC Mtg. Course was intended to be degree applicable but was submitted as non-degree applicable - <u>requesting degree applicable status.</u> Course is offered for he first time in spring 2006: APPROVED	J. Jacobson
COMS	105	Speech Fundamentals	Because DLA class size is set to 30, it is not feasible to facilitate 30 speeches in 3/12 hours. Increase CTV and Online/Hybrid DLA's to from 3.5 hours to 4.5 hours of face to face meetings.: APPROVED	V. Leonard
HLHSCI PHYSED	400 100	Health Education	Change subject prefix from PHYSED to HLHSCI effective WI06. Allow course to remain in physical education division and department.: APPROVED	A. Green
		Athletic Training A.S. Degree	Replace PHYSED-100 requirement with HLHSCI-100 per above Technical Change Memo: APPROVED implemented	
		Physical Education-Kinesiology A.A. Degree	WI06 applicable to 05-06 catalog	A. Green
JOURN	100	Media and Society	<u>Add discipline</u> "Broadcasting Technology" to course outline - this brings JOURN-100 100% aligned with RTVF-100, cross listed courses. Ron Karlin, chair of disciplines committee, agrees with addition.: APPROVED	J. Amador
PERDEV	098	Special Topics: Personal Development	Delete course from inventory. PERDEV is obsolete -was replaced by COUNS effective 05-06 catalog: APPROVED	G. Bogna
POLISC	198ME	Politics of the Middle East	Requesting <u>addition of special topics</u> to a previously approved umbrella course - 3 units, lecture, not repeatable, implement spring 2006: APPROVED	J. Kelleher

Architectural Drafting AS Degree and Certificate of Achievement	Add ID-260 as required course in major increasing the number of units required to complete degree from 30 - 33. Also adds ID-269B as an option in the restricted electives. Implement 05-06 catalog. Must file a 'Non Substantial Change' form with the Chancellor's Office	S. Didrickson
Nursing: RN AS Degree and LVN to RN AS degree	Nursing courses were modified and approved at the last C.C. Mtg, 10-06-05. This modification reflects the changes in two RN degrees- to be implemented spring 2006, 05-06 catalog.: APPROVED	D. Morey
Spanish Associate of Arts Degree:	Add SPAN-250 and 251 as an option within the "Complete three units form the following:" courses was approved at 2-17-05 CC Mtg. 250 offered for the first time in FA05, 251 to be offered in FA06.: APPROVED	C. Acosta

NEW COURSES:

BIOSCI	097 095	Special Topics: Cleanroom Technology	APPROVED with major revisions: Committee agreed course was not representative of a Special Topics rather a course in and of itself - both authors were present and agreed. Modified course to be offered as degree applicable, .50 unit and not repeatable. Modify Biotechnology Certificate adding course as an option in the restricted electives requirement. Implement 05-06 catalog.	K. Flynn and J. Wolf
CMPNET	081L	Short-Term Open Lab - Computer Networking	Not Approved: TABLE	L. Hilliard
CMPNET	091L	Open Lab Computer Networking	Not Approved: TABLE	L. Hilliard
CMPNET	171	Security+ Certification	Includes a prerequisite of: CMPNET-133: Not Approved: TABLE	L. Hilliard
CMPNET	251	CCNP-1: Advanced Routing	Includes a DLA and prerequisite of: Possession of a valid Cisco CCNA certificate or CMPNET 152: Not Approved: TABLE	L. Hilliard
CMPNET	252	CCNP-2: Remote Access	Includes a DLA and prerequisite of: Possession of a valid Cisco CCNA certificate or CMPNET 152: Not Approved: TABLE	L. Hilliard
CMPNET	253	CCNP-3: Multilayer Switching	Includes a DLA and prerequisite of: Possession of a valid Cisco CCNA certificate or CMPNET 152: Not Approved: TABLE	L. Hilliard
CMPNET	254	CCNP-4: Internetwork Troubleshooting	Includes DLA and prerequisite of: Possession of a valid Cisco CCNP certificate or CMPNET 251, 252, & 253.: Not Approved: TABLE	L. Hilliard

CMPNET	255	BGP Routing	Includes a DLA and prerequisite of: Possession of a valid Cisco CCNA certificate or CMPNET-251: Not Approved: TABLE	L. Hilliard
NC.OAD	COMP1	Consumer Resources for the Older Adult: Computers & You: APPROVED with modifications to course content outline to represent a "consumer" audience - implement SP06		A. Green
NC.OAD	LLL02	Life Long Learning for the Older Adult through Art Appreciation: APPROVED implement SP06		A. Green
NC.OAD	LLL03	Life Long Learning for the Older Adult through Film Exploration: APPROVED implement SP06		A. Green
NC.OAD	WRT01	Creative Expression for Older Adults through Writing Personal Histories: APPROVED implement SP06		A. Green
WATER	020	Introduction to Water Systems Technology: Not Approved - no representation		S. McLean

COURSE MODIFICATIONS

CMPNET	155-152	Cisco CCNA Prep II	Changed title from "Cisco Systems Networking 2", ??? Returned to author 10-13-05	P. Coon
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NEW PROGRAMS:

None

PROGRAM MODIFICATIONS:

See Consent: RN and LVN-RN degrees, Physical Education Kinesiology, Athletic Training, Spanish Degrees , and Biotechnology Certificate

NEW SPECIAL TOPICS COURSES:

None

MODIFIED SPECIAL TOPICS COURSES:

None

NEW DISTANCE LEARNING ADDENDUMS:

ASTRON	100	General Astronomy	New DLA: Up to 100% Online: Not Approved - no representation	J. Glapa-Grossklag
BIOSCI	201	Introduction to Human Anatomy	New DLA: Hybrid (lab requires classroom time): APPROVED	M. Golbert

MODIFIED DISTANCE LEARNING ADDENDUMS:

See Technical Change Memo - COMS-105 increases face-to-face contact hours

NEW REQUISITES:

None

MODIFIED REQUISITES:

None

PROGRAM DELETIONS:

None

COURSE DELETIONS:

See Consent - PERDEV-098

OTHER ACTION ITEMS:

None

**DISCUSSION
ITEMS:**

Committee Attendance: Curriculum Coordinator

Physical Education Division	No Representation
Brezina, Jennifer	Present
Davis, Deanna - Chair	Present
Green, Audrey - Artic	Absent
Jacobson, Joan	Present
Lowe, Ann	Present
Robert Patenaude	Present
Robinson, Patty	Present
Smith, Nancy - Admin	Present
Student Representative	Present

