

Academic Senate Agenda
April 12, 2007
3:00 p.m. I-330

I. ROUTINE MATTERS

1. Approval of Senate summary for March 22, 2007 (page 2)
2. Approval of discipline assignment for Mitjl Capet (page 3)
3. Approval of discipline assignment for Herlisa Hamp (page 4)
4. Approval of discipline assignment for Jennifer Hauss (page 5)
5. Approval of discipline assignment for Kevin Kistler (page 6)
6. Approval of discipline assignment for Deborah Rio (page 7)

II. REPORT/UPDATES

7. Prerequisite challenges – 2006 statistics (page 8)
8. WebCMS/Diversity Committees
9. Emeriti Scholarship

III. ACTION ITEMS

10. Prerequisite Committee (pages 9-10)

IV. DISCUSSION ITEMS

11. Collegial Celebration
12. Hiring Procedures (pages 11-14)
 - a. Timelines
 - b. Procedural modifications
13. Final Exam Committee (pages 15 - 16)
14. Program Review revisions
15. “Guidelines for Implementation of the Tenure Process” revisions

V. Open Forum/adjournment

**Academic Senate Summary
March 22, 2007**

Attendance: Jennifer Brezina, Nancy Smith, Jim Lorigan, Victoria Leonard, Edel Alonso, Miriam Golbert, Stan Wright, Michael Dermody, Chelley Maple, Sherrill Pennington, Lea Templer, Joan Jacobson, Mark Rafter, Ana Palmer, Colette Gibson, Pamela Borrelli, James Gilmore, Chris Blakey, Robert Walker and Phil Marcellin

Approval was given to the Senate for summaries February 22, 2007 and March 8, 2007.

Approval was given to the Curriculum for summary March 15, 2007.

Approval was given for additional discipline assignments for Karyl Kicenski and Miriam Golbert.

Update on IRB was provided by Edel. There will be having a meeting on March 2, 2007.

Collegial Celebration of Colleagues will be having a meeting next week. Cindy Stephens is chairing this committee.

Update on equivalencies by Sherrill. By the next meeting we could possibly have a vote on the new process.

Update on Prerequisites by Michael. Working with Linda Lettau and the Tech Center, we are trying to develop an on-line or web based system to make the challenge process easier and more efficient.

The procedure for merging/splitting departments was approved with some minor word changes. The Department of Foreign Languages has asked to have their name changed to the Department of modern Languages, thus being the first to utilize the new process.

Ad hoc committees were established to review the Diversity Requirement and the WebCMS procedures.

Review of the Cooperative Work Experience Education/Title 5 revisions was discussed in great detail by Stan Wright. The Senate endorsed the changes and revisions as describe by Stan.

The Chair Evaluation Process was approved for the next stage of testing, subject to some revisions and deletions in the wording and the forms.

Adjourned at 4:40 p.m. Our next meeting is April 12, 2007. As always everyone is welcomed.

NOTE: the April 12 meeting was cancelled due to a lack of agenda items.

Date: March 26, 2007

To: Michael Dermody
President, Academic Senate

From: Kimberly B. Abbott
Sr. Human Resources Generalist

Subject: Discipline Assignments for Spring 2007 – Dr. Mitjl Capet

The following information is provided for full-time faculty and administrators for Spring 2007:

Dr. Mitjl Capet

Dr. Mitjl Capet, Assistant Superintendent/Vice-President of Instruction has requested to have his qualifications reviewed for the following disciplines:

1. Art
2. Education

The following is provided for discipline assignment.

Dr. Capet has provided transcripts that confirm a Master of Fine Arts degree with an emphasis in Art acquired from The Catholic University of America, Washington, D.C., degree conferred 10/24/1974.

Given that Dr. Capet has a Master of Fine Arts degree with an emphasis in Art; it would appear that Dr. Capet qualifies for the **discipline of Art.**

Secondly, it would appear that Dr. Capet may qualify for the **discipline of Education,** given that he has a Doctor of Education degree with an emphasis in Education acquired from the University of California, Los Angeles. The Doctor of Education degree was conferred on 3/28/1986.

Date: March 26, 2007

To: Michael Dermody
President, Academic Senate

From: Kimberly B. Abbott
Sr. Human Resources Generalist

Subject: Discipline Assignments for Spring 2007 – Herlisa Hamp

The following information is provided for full-time faculty and administrators for Spring 2007:

Herlisa Hamp

Herlisa Hamp, Director, Office of Student Recruitment and School Relations has requested to have her qualifications reviewed for the following disciplines:

1. Counseling

The following is provided for discipline assignment.

Herlisa Hamp has provided transcripts that confirm a Master of Arts degree with an emphasis in Education / Counseling & Student Personnel acquired from San Jose State University, San Jose, California, degree conferred 12/20/2002.

Given that Herlisa has a Master of Arts degree in Counseling with an emphasis in Education / Counseling & Student Personnel; it would appear that Herlisa qualifies for the **discipline of Counseling.**

Date: March 26, 2007

To: Michael Dermody
President, Academic Senate

From: Kimberly B. Abbott
Sr. Human Resources Generalist

Subject: Discipline Assignments for Spring 2007 – Jennifer Hauss

The following information is provided for full-time faculty and administrators hired for Spring 2007:

Jennifer Hauss

Dr. Hauss, Director of Service Learning has requested to have her qualifications reviewed for the following disciplines:

1. English
2. Journalism

The following is provided for discipline assignment.

Dr. Hauss has provided transcripts that confirm a Doctor of Philosophy degree with an emphasis in English acquired from the University of Rhode Island, degree conferred 05/23/1993.

Given that Dr. Hauss has a Doctor of Philosophy degree with an emphasis in English; it would appear that Dr. Hauss qualifies for the **discipline of English.**

Secondly, it would appear that Dr. Hauss may qualify for the **discipline of Journalism** through the following equivalency:

It would appear that Dr. Hauss may qualify for the discipline of Journalism through the following equivalency:

Equivalency #1: Master's degree in any discipline and 24 units of coursework in the discipline of the assignment. At least 12 of these units must be graduate or upper division. (The 24 units may have been either included or taken in addition to the master's degree.)

Given that Dr. Hauss has an M.A. degree in English (degree conferred 5/27/1989) from Salisbury State University, Salisbury, MD, and that she has completed 24 units of upper division coursework in the discipline of Journalism at Radford University, Radford, Virginia, it would appear that Dr. Hauss qualifies for the discipline of Journalism.

Date: March 26, 2007

To: Michael Dermody
President, Academic Senate

From: Kimberly B. Abbott
Sr. Human Resources Generalist

Subject: Discipline Assignments for Spring 2007 – Dr. Kevin Kistler

The following information is provided for full-time faculty and administrators for Spring 2007:

Dr. Kevin Kistler

Dr. Kevin Kistler, Associate Dean of Instructional Support has requested to have his qualifications reviewed for the following disciplines:

1. Business
2. Education

The following is provided for discipline assignment.

Dr. Kistler has provided transcripts that confirm a Master of Business Administration degree with an emphasis in Business Management acquired from Pepperdine University, Malibu, CA, degree conferred 4/15/2000.

Given that Dr. Kistler has a Master of Business Administration degree with an emphasis in Business Management; it would appear that Dr. Kistler qualifies for the **discipline of Business.**

Secondly, it would appear that Dr. Kistler may qualify for the **discipline of Education,** given that he has a Doctor of Education degree with an emphasis in Institutional Management acquired from Pepperdine University, Malibu, California. The Doctor of Education degree was conferred on 7/29/1995.

Date: March 26, 2007

To: Michael Dermody
President, Academic Senate

From: Kimberly B. Abbott
Sr. Human Resources Generalist

Subject: Discipline Assignments for Spring 2007 – Deborah Rio

The following information is provided for full-time faculty and administrators for Spring 2007:

Deborah Rio

Deborah Rio, Dean, Enrollment Services has requested to have her qualifications reviewed for the following disciplines:

1. English

The following is provided for discipline assignment.

At this point, Deborah has provided unofficial transcripts that confirm a Bachelor of Arts degree in English from California State University, Fullerton. Her degree was conferred January 4, 1993.

Deborah Rio will need to provide Human Resources with an official copy of the transcripts for the B.A. in English in order to qualify her discipline assignment. A voice message was left for Deborah on 3/27/2007 requesting an official copy of these transcripts from Human Resources.

Deborah has provided official transcripts that confirm a Master of Public Administration degree from the University of La Verne, degree conferred November 18, 2001.

In reviewing the unofficial transcripts for Deborah's Bachelor of Arts degree, it does appear that Deborah has completed 24 upper division units of course work in the discipline of the assignment.

Given the above information, it would appear that Deborah qualifies for the **discipline of English** through the following Equivalency:

Equivalency #1:

Equiv. No. 1:

Master's degree in any discipline and 24 units of course work in the discipline of the assignment. At least 12 of these units must be graduate or upper division. (The 24 units may have been either included or taken in addition to the master's degree.)

Minimum Qualifications for English:

Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR The equivalent (Equiv. 1, 2, 3, 4, or 5).

Summary of Prerequisite Challenge Petitions

<u>TERM</u>	<u>APPROVED</u>	<u>DENIED</u>
WINTER 2006		
Total	6	2
SPRING 2006		
Total	107	27
SUMMER 2006		
Total	34	12
FALL 2006		
Architecture	5	1
Art	3	0
Bio Sciences	25	5
Business	1	1
Chemistry	18	6
Computer Network	6	0
Computer Science	2	0
Construction	1	0
Culinary Arts	1	0
ECE	1	1
English	8	10
Interior Design	1	1
Journalism	1	0
Languages	9	1
Math	67	42
Multimedia	1	0
Photography	2	0
Physical Education	1	0
Physics	1	0
Welding	13	0
Total	167	68

423 Total Prerequisite Challenges in 2006

Revised Draft
Recommendations on Discipline Equivalencies

Introduction

Having examined the equivalencies currently employed at College of the Canyons, solicited input from department chairs, and examined the requirements of the California Community Colleges Chancellor's Office, the Equivalencies Committee recommends that the following list be adopted for future use. Some remain unchanged from the old list. Others are revised.

Academic Disciplines: The standard minimum qualification for teachers in these fields is a discipline-specific master's degree.

Equivalency #1: Master's Degree in any discipline and 24 units of coursework in the discipline of the assignment. At least 12 of these units must be graduate or upper division.

Equivalency #2: Bachelor's degree in the discipline of the assignment, plus at least 12 units of graduate work *successfully completed in the discipline of the assignment as part of continued enrollment in a master's program.*

Equivalency #3: Bachelor's degree in the discipline of the assignment plus five years of professional or teaching experience in the discipline of the assignment.

Vocational Disciplines: As noted in the CCCCO document on minimum qualifications, "The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience." Equivalencies aren't available.

Nursing Discipline:

Equivalency #4 Diploma in Nursing with six years of experience in that discipline. The Diploma in Nursing is typically three years of nursing school as opposed to the two years of an associate degree. This equivalency will only apply to Nursing Science: Clinical Practice and NOT Nursing Science: Academic Masters Prepared. The Board of Registered Nursing approves instructors who have a Diploma in Nursing.

Draft
Equivalency Dispute Procedures
March 22, 2007

The Equivalencies Committee recommends that the following adjudication procedure be adopted in exceptional cases where a full- or part-time faculty candidate's credentials are problematic:

1. The Human Resources Department will tell the hiring committee that an applicant's credentials are dubious.
2. An ad hoc committee consisting of the department chair or representative, a [second] member of the hiring committee, and a member of the Equivalencies Committee will convene for the purpose of assessing the candidate's credentials.
3. The hiring committee will consider said candidate only if all three members of this ad hoc committee agree that his qualifications are on a par with the minimum qualifications mandated by the California Community Colleges Chancellor's Office.

Academic Hiring Procedures Full-Time Positions

1. Determination of Vacancy
 - 1.1 The Chief Instructional Officer (CIO) will work through the campus Budget and planning process to determine the appropriate number of faculty positions for the coming year.
 - 1.2 The Certificated Staffing Committee will establish a procedure for soliciting, reviewing and prioritizing requests for both new as well as for replacement positions.
 - 1.3 The Instruction Office and the Academic Senate will mutually agree to the procedures and processes used by the staffing committee.
 - 1.4 At the appropriate time the CIO will seek Board of Trustees (BOT) approval for opening the positions.
2. Job Announcements
 - 2.1 Job announcements are developed with the participation of the appropriate Division Dean, Department Chair, the CIO and the Chief Human Resources Officer (CHRO).
 - 2.2 The Senate, CIO, and CHRO will mutually agree on a “template” to be used for all hiring announcements. This template will include all material required by Title V or the Education Code.
 - 2.3 Final wording on each specific announcement will be developed by mutual agreement with the Department Chair and the CIO.
3. Application Instruments
 - 3.1 Application instruments for Academic positions include, but are not limited to:
 - District Academic position application form:
 - Confidential recruitment source form:
 - Resume;
 - At least three current (within 5 years) letters of recommendation (A formal classroom evaluation may substitute for one of the letters of recommendation);
 - Unofficial copies of college transcripts. Official transcripts will be required at the time of employment.
 - 3.2 At the time of application, the candidate will indicate that the application is submitted as meeting minimum qualifications or that it is submitted under the equivalency provision as indicated on the job announcement.
 - 3.3 District forms are subject to ongoing revisions
4. Recruitment
 - 4.1 In addition to using traditional means of recruitment, the District will continue to use new, non-traditional recruiting tools to reach the broadest range of qualified candidates as possible.

- 4.2 The Hiring Committee will be encouraged to provide options for additional recruitment efforts. All recruitment efforts must be coordinated and approved by the CHRO.
 - 4.3 To avoid any perception of bias, any individual who writes a recommendation letter for a specific position will not be allowed to serve on the hiring committee for that position.
 - 4.4 Once a position has been advertised, committee members may not seek out or encourage any candidates for that position. If a candidate contacts them, they can provide general information (e.g., general, public facts about the college or the department), but must refer the candidate to the CHRO for any additional or position-specific information.
5. Applicant Pool and Applicant Flow
- 5.1 After the application deadline has passed, applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement.
 - 5.2 If there is a question on the breadth and depth of the applicant pool, the CIO, Hiring Committee Chair, Senate President and the CHRO will meet to determine if the process should continue.
 - 5.3 If it is determined that the pool lacks breadth and depth, the District may:
 - a. Extend the deadline and pursue focused recruitment to increase the number of qualified applicants;
 - b. Postpone the filling of the position;
 - c. The Superintendent/President may make an interim appointment.
6. Committee Selection and Orientation
- 6.1 The committee usually consists of 5 – 7 faculty members, with the Department Chair or designee serving as the committee chair. The Senate confirms members of the committee, one of who should be from outside the academic division.
 - 6.2 The Senate President and the CHRO will address any challenges to a committee member's ability to function in an impartial manner.
 - 6.3 Committee members are expected to serve for the entire procedure, and may be removed if they are unable to complete any part of the overall selection process.
 - 6.4 The CHRO will appoint a Selection Committee Representative to monitor the selection process to ensure adherence to all appropriate rules and regulations. The Division Dean will normally serve as the Personnel Committee Representative.
 - 6.5 Unless the Selection Committee Representative is already a member of the committee, the Selection Committee Representative is a non-voting committee member.
 - 6.6 Changes to the committee structure, including the invitation of outside experts, are permitted with the mutual agreement of the committee chair, Academic Senate, and the CIO.

6.7 Outside experts who participate for the entire process should be considered voting members. Outside experts who are present for only a portion of the selection process will be considered non-voting members.

6.8 Financial compensation for outside experts is usually not available. Any exception to this is at the sole discretion of the CIO and the CHRO.

6.9 At the discretion of the committee, any non-voting member may be allowed to give non-binding, "advisory" votes.

7. Screening

7.1 With mutual agreement, the Academic Senate, Chief Instructional Officer, and Chief Human Resources Officer will develop a standard screening process.

7.2 With mutual agreement between the Senate, the CIO, and the CHRO, a modified screening process may be used for specific positions. However, any such modifications must be agreed to prior to the closing of that specific position.

8. Interviewing

8.1 With mutual agreement, the Academic Senate, Chief Instructional Officer, and Chief Human Resources Officer will develop a standard interview process.

8.2 With mutual agreement between the Senate, the CIO, and the CHRO, a modified interview process may be used for specific positions. However, any such modifications must be agreed to prior to the closing of that specific position

8.3 In all cases, all academic positions will require the candidate to provide the selection committee with some form of demonstration, such as a classroom lesson or problem-solving scenario.

8.4 The Selection Committee advances top candidates, usually three but no less than two, for final interviews.

8.5 In most cases, if the selection committee can only recommend one candidate, the pool lacks breadth and depth and the process should be terminated. However, in very unusual cases (and only with the mutual agreement among the CIO, CHRO, and Senate President), the selection committee may recommend a single candidate to the President.

9. Final Selection

9.1 The final interview team is composed of the committee chair or designee, the CIO and the Superintendent-President or their designees.

9.3 If the final interview committee requests an additional interview, all of the finalists must receive the additional interview.

9.4 If the President is not satisfied with any of the finalists recommended by the selection committee, the President may request the selection committee to reassemble and review those candidates who were interviewed but not recommended for a final interview.

- a. After further review, the selection committee may decide to forward additional candidates for final interviews. If the committee finds that there are no additional candidates to send forward for a final interview, the hiring process ends.

9.5 The CIO or designee will notify final candidate of her/his selection. After the candidate has accepted the job offer, the CIO will notify the CHRO to place the name of the successful candidate on the Board of Trustees' agenda for approval to hire.

9.6 In most cases the CIO will telephone unsuccessful finalists to report the decision. The Human Resources Office will contact all other candidates by form letter in a timely manner.

10. Additional Procedures

10.1 The selection committee chairperson is responsible for the completion of all forms and paperwork related to the screening and interview process.

10.2 The Human Resources Office will maintain file information on each selection process and deal with all complaints regarding the process.

10.3 The Board, the Administration, or the Senate may initiate a review of these procedures. Any changes will be with the mutual agreement of the Board or its designee, and the Senate

APPENDIX A:

Job Announcements:

Development of the Job Announcement is a crucial step that should not be taken lightly. While the general template is to be developed with between the Academic Senate, the CIO, and the CHRO, it should include the following components:

General Information

- An equal opportunity policy statement;
- Instructions for completing the application
- A brief description of the College;
- An indication that new employees will be required to show proof of legal right to work;
- A short overview of compensation and benefits;
- General duties and qualifications expected of all faculty members;
- Any other items mandated by Education Code, Title V, or other legal requirements

Specific Information

- Position description;
- Typical duties. A detailed summary of the specific job duties from the job description;
- The appropriate minimum qualifications and a general statement regarding equivalencies;
- Qualifications. Gives specific experience, education, knowledge, skills, abilities and personal characteristics required for the position;
- Desirable or preferred qualifications shall not be used to discourage qualified applicants. Sensitivity to diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of community college students will be included as a qualification

Conditions of employment

Covers salary schedule placement, starting dates, work hours and other specific conditions that make this position unique that should be brought to the attention of the prospective candidates indicated here.

Final Exam Committee Report

Class Meeting Days	Class starting time between:	Final exam date	Final exam time
M	8:00 am and 9:30 am	Mon., Dec 10	8:00 a.m. to 10:00 a.m.
M	10:30 am and 12:00 pm	Mon., Dec 10	10:15 a.m. to 12:15 p.m.
M	12:50 pm and 2:15 pm	Mon., Dec 10	12:30 pm to 2:30 pm
M	2:20 pm and 4:00 pm	Mon., Dec 10	2:45 pm to 4:45 pm
M	4:25 pm and 5:30 pm	Mon., Dec 10	5:00 pm to 7:00 pm
M	6:00 pm and after	Mon., Dec 10	7:15 pm to 9:15 pm
M W	7:30 am to 8:00 am	Wed., Dec 12	8:00 a.m. to 10:00 a.m.
M W	9:10 am to 9:35 am	Mon., Dec 10	8:00 a.m. to 10:00 a.m.
M W	10:05 am to 11:00 am	Wed., Dec 12	10:15 a.m. to 12:15 p.m.
M W	11:10 am to 12:30 pm	Mon., Dec 10	10:15 a.m. to 12:15 p.m.
M W	12:40 pm to 1:30 pm	Mon., Dec 10	12:30 p.m. to 2:30 p.m.
M W	2:00 pm to 2:15 pm	Wed., Dec 12	12:30 p.m. to 2:30 p.m.
M W	2:20 pm to 3:30 pm	Wed., Dec 12	2:45 pm to 4:45 pm
M W	4:25 pm to 5:30 pm	Mon., Dec 10	5:00 pm to 7:00 pm
M W	6:00 pm to 7:00 pm	Wed., Dec 12	7:15 pm to 9:15 pm
M W	7:30 pm and after	Mon., Dec 10	7:15 pm to 9:15 pm
T	8:00 am and 10:55 am	Tues., Dec 11	8:00 a.m. to 10:00 a.m.
T	11:00 am and 11:05 am	Tues., Dec 11	10:15 a.m. to 12:15 p.m.
T	11:10 am and 12:15 pm	Tues., Dec 11	12:30 p.m. to 2:30 p.m.
T	2:20 pm and 3:20 pm	Tues., Dec 11	2:45 pm to 4:45 pm
T	3:50 pm and 5:45 pm	Tues., Dec 11	5:00 pm to 7:00 pm
T	6:00 pm and 7:30 pm	Tues., Dec 11	7:15 pm to 9:15 pm
Tu Th	7:30 am and 8:00 am	Tues., Dec 11	8:00 a.m. to 10:00 a.m.
Tu Th	9:00 am and 9:30 am	Thurs., Dec 13	8:00 a.m. to 10:00 a.m.
Tu Th	10:05 am and 11:00 am	Tues., Dec 11	10:15 a.m. to 12:15 p.m.
Tu Th	11:10 am and 12:15 pm	Thurs., Dec 13	10:15 a.m. to 12:15 p.m.
Tu Th	12:40 am and 1:30 pm	Tues., Dec 11	12:30 p.m. to 2:30 p.m.
Tu Th	2:20 pm and 3:30 pm	Thurs., Dec 13	2:45 pm to 4:45 pm

Tu Th	3:45 pm and 3:50 pm	13 Tues., Dec 11 Thurs., Dec	2:45 pm to 4:45 pm
Tu Th	4:25 pm and 5:30 pm	13	5:00 pm to 7:00 pm
Tu Th	6:00 pm and after	Tues., Dec 11	7:15 pm to 9:15 pm
W	8:00 am and 9:30 am	Wed., Dec 12	8:00 a.m. to 10:00 a.m.
W	10:30 am and 12:00 pm	Wed., Dec 12	10:15 a.m. to 12:15 p.m.
W	2:15 pm and 4:00 pm	Wed., Dec 12	2:45 pm to 4:45 pm
W	4:25 pm and 5:30 pm	Wed., Dec 12	5:00 pm to 7:00 pm
W	6:00 pm and after	Wed., Dec 12	7:15 pm to 9:15 pm
Th	8:00 am and 11:00 am	Thurs., Dec 13	10:15 a.m. to 12:15 p.m.
Th	11:10 am and 1:15 pm	Thurs., Dec 13	12:30 p.m. to 2:30 p.m.
Th	2:20 pm and 3:45 pm	Thurs., Dec 13	2:45 pm to 4:45 pm
Th	3:50 pm and 5:30 pm	Thurs., Dec 13	5:00 pm to 7:00 pm
Th	6:00 pm and after	Thurs., Dec 13	7:15 pm to 9:15 pm
M Tu W Th	7:45 am and 8:55 am	Tues., Dec 11 Thurs., Dec	8:00 a.m. to 10:00 a.m.
M Tu W Th	9:00 am and 9:10 am	13	8:00 a.m. to 10:00 a.m.
M Tu W Th	10:05 am and 11:10 am	Tues., Dec 11 Thurs., Dec	10:15 a.m. to 12:15 p.m.
M Tu W Th	11:50 am and 1:05 pm	13	10:15 a.m. to 12:15 p.m.
M Tu W Th	1:10 pm and 2:00 pm	Tues., Dec 11	12:30 p.m. to 2:30 p.m.

Friday classes should hold their final exam on the regularly scheduled last class meeting, Dec.14

Saturday classes should hold their final exam on the regularly scheduled last class meeting, Dec.15

Classes meeting at times not shown in the schedule or other notes here should hold the final examination during finals week on a day the class would have met and in the time block most nearly paralleling the starting time of the class. Faculty should get the Division Dean's approval for the intended exam time.