

**Academic Senate Agenda  
September 27, 2007  
3:00 p.m. I-330 Bonelli Hall**

**I. ROUTINE MATTERS**

1. Approval of Senate summary for September 12, 2007 (page 2)
2. Approval of disciplines for Vincent Devlahovich (page 3)
3. Confirmation of Tammera Rice, Adjunct Representative
4. English Department Chair - confirmation of Fred D'Astoli to serve the remainder of the current English Department Chair, effective 1/1/08.

**II. REPORTS/UPDATES**

5. Curriculum Committee Chair
6. At-Large Senator Election
7. Professional Development

**III. DISCUSSION**

8. Update on Standards Committee actions
9. On-line Evaluation Proposal – James Grossklag (pages 4-5)

**IV. ACTION ITEMS**

**V. Adjournment** – next meeting is October 11, 2007 at 3:00 p.m. in I-330 Bonelli Hall. As always everyone is welcomed.

## **Academic Summary September 13, 2007**

**Attendance:** Ann Kressin, Alto Benedicto, James Lorigan, Michael Dermody, Lee Hilliard, Sherrill Pennington, Ana Palmer, Leslie Carr, Joan Jacobson, Edel Alonso, Mike Wilding, Michael Sherry, Tom Lawrence, Deanna Davis, Dorothy Minarsch, Mark Rafter, Pamela Borrelli, Cindy Stephens, Tamera Stokes-Rice, Deanna Riveira, Fred D'Astoli, Stan Wright, Chris Blakey and Phil Marcellin

**Approval was granted for the Senate summary** of May 10, 2007 and the Curriculum summaries for August 8 and September 6, 2007, as well as the 2007-08 Calendar. The disciplines assignments were approved, including a typographical change on Cindy Schwanke ("animation" corrected to "culinary arts"). The discipline placement for Vincent Devlahovich and John Garcia was tabled for corrections. The seniority list was approved with a couple of minor errors.

**Breakdown of late grade-turns-in** was provided by the admissions office. Please share with colleagues (page 5 of the agenda), and stress the importance for students of timely grade turn in..

**Committee appointments were announced:** Wendy Brill will be co-chairing the Academic Staffing committee, and Connie Tripp will be the co-chair of a new Community Education committee.

**Senate membership was discussed,** and the division senators were confirmed for the 2007-08 and 2008-09 academic year. Nominations for At-Large Senator will go out next week, as well as nominations for the adjunct senators. The possibility of having a CCC Senator was raised.

**The Senate had its annual reminder on Board Policy 345,** the "shared governance" board policy. The Senate has both rights and responsibilities delegated to it by EdCode and the COC Board.

**Proposed revisions of the Profession Development Program** and Model were provided by Leslie Carr. There were some questions raised, and clarifications requested. It was also the desire of the Senate to see these revisions incorporated into the official document, as opposed to being on a separate sheet of paper. Leslie will work with Michael and bring back to the Senate. A brief, unscripted discussion also arose over the status of the Professional Development Director's position.

**Discussion on Sustainable Development Program** was tabled.

**In the open forum,** the Senate expressed support for the Collegial Celebration. There was also a brief discussion on options for the commencement ceremony - it was stressed that ASG needs to have input into the Commencement Committee.

Adjourned at 4:23 p.m. Our next meeting is September 27, 2007.

Date: September 13, 2007

To: Michael Dermody  
President, Academic Senate

From: Christina Chung/Julianna Mosier  
Sr. Human Resources Generalists

Subject: Discipline Assignments for Fall 2007

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The following information is provided for full-time faculty hired for Fall 2007:

**Mr. Vincent Devlahovich**

Mr. Devlahovich has been hired as a Full-Time Geology Instructor, effective start date August 20, 2007. The following is provided for discipline assignment.

M.A., Interdisciplinary Studies, California State University, Northridge  
B.S., Psychology, University of Utah

Plus 26 units of coursework in Geology from CSUN:

GEOL 110 – Earth History	3 units (Lower Division)
GEOL 122 – The World Ocean	3 units (Lower Division)
GEOL 307 – Petrology	2 units (Upper Division/Graduate)
GEOL 307L – Petrology Lab	2 units (Upper Division/Graduate)
GEOL 496D – Global Systems	3 units (Upper Division/Graduate)
GEOL 595U – Hydrogeochemistry	3 units (Upper Division/Graduate)
GEOL 595Y – Geol Teach Enhancement	3 units (Upper Division/Graduate)
GEOL 696C – Dir Grad Research	3 units (Upper Division/Graduate)
GEOL 698C – Thesis/Grad Project	3 units (Upper Division/Graduate)
GEOL 699A – Independent Study	1 units (Upper Division/Graduate)

Based on equivalency #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), it would appear that Mr. Devlahovich qualifies for the discipline(s) of:

- Earth Science

TO: Academic Senate  
FROM: Michael Dermody  
RE: Online Evaluation of Instructors

Instructor Evaluation is an area of overlap for the Senate and the two faculty unions. Evaluation is a contractual work-related item and is specifically mentioned as an area where the association(s) and the District will negotiate an agreement: “The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining regarding those procedures.” [Education Code Section 87663]

There is a long COC history of cooperation with the Senate and the Faculty Association(s), particularly on the issue of faculty evaluation. The Senate has served as the forum for discussing, as well as a “testing ground”, for any proposed revisions to the evaluation procedures.

Some time ago, it became apparent that the traditional class evaluation format was not necessarily the most appropriate format for on-line courses. It was decided to try to find a delivery method that could be implemented for on-line courses.

As the new format was being developed, it was understood that the actual questions and procedure should remain as close to the “in-class” evaluations as possible. Instructors must work with students so that the requirements of the course outline and SLOs are met, regardless of the specific delivery format used.

Last semester there was a pilot where two faculty members volunteered to test the proposed on-line student evaluation of faculty. The Senate will be given a demonstration of the proposed process, as well as hear from the two faculty members.

## SAMPLE LETTER TO FACULTY MEMBERS

You are receiving this email because student evaluation surveys are to be completed by your online class(es) this week. This email will explain to you and your students how the online student evaluation survey should be completed.

Below is a text that you should distribute to your students, either by posting it as an Announcement in your online class or by sending it to your students via a class-wide email.

Please note:

The survey instrument is the same that is used in an on-campus class. The survey results will be distributed to you and your evaluation committee in the same way as for an on-campus class. The survey results are anonymous. The survey will become unavailable within ten days from the date this email was sent. If your students have questions about completing the survey, please direct them to contact Stephanie Paglia in the Office of Instruction, at [stephanie.paglia@canyons.edu](mailto:stephanie.paglia@canyons.edu). If you have any questions about the student evaluation survey process, please contact me at [mitjl.capet@canyons.edu](mailto:mitjl.capet@canyons.edu).

Thank you very much for your cooperation.

Text to distribute to your students

Students, it is time to administer a student survey, which is part of faculty evaluation that comes to the instructor on a regular cycle.

This survey form should not be taken lightly. It should be looked upon as an opportunity for you to let your instructor know how he/she is doing. The results will be helpful to your instructor to provide quality instruction to students. The combined results of these surveys will be considered in an evaluation conference with your instructor.

Please complete this survey within the next week. Please do not include your name anywhere.

In order to complete this survey, please click on the link below. This will take you to Web Advisor, where you will be asked to log in. You will need your Web Adviser user name and password to log in. These may be different from the user name and password you use to log into your online class. If you do not know your Web Adviser user name and password, you can create a new account by clicking on this link:

<http://os.canyons.edu/>.