

**Academic Senate Agenda
October 9, 2008
3:00 p.m. Bonelli 330**

I. ROUTINE MATTERS

1. Approval of Academic Senate summary for September 24, 2008 (page 2)
2. Approval of discipline assignments (page 3)
 - a. Michael Sanders
3. Confirmation of Adjunct Senators: Dave Thrasher (Welding) and Tammera Rice (Communications)
4. Curriculum Summary for September 4, 2008 (Check with Lita in Senate office for copy)

II. REPORT/UPDATE

5. Canyon Country
6. Curriculum Committee Operational Rules
7. Program Review (page 3)

III. DISCUSSION ITEMS

8. Noncredit hiring procedures and noncredit evaluation procedures (pages 4-6)
9. Bookstore Committee Survey (pages 7 - 18)
10. New Distance Learning Requirements of the Higher Education Act – J. Grossklag
11. Accreditation and On-Line Classes– J. Grossklag
12. Hiring Procedures: Requests to be re-assigned to another department
13. Roster and Grade Forms - to print or not to print?
14. Attendance, Grading, and Title V

IV. ACTION ITEMS

In respect for Yom Kippur and those who will not be in attendance at the Senate meeting, we will not have any item requiring substantive action on this agenda.

V. Adjournment

NEXT MEETING: October 23.
Agenda items due by Friday, October 17, 2008.

**Academic Senate Summary
September 25, 2008**

Attendance: Alto Benedicto, Ana Palmer, Wendy Brill, Ann Lowe, Michael Dermody, Deanna Riveria, Joan Jacobson, James Lorigan, Dr. Capet, Audrey Green, Dr. Van Hook, Jennifer Brezina, Chris Blakey, Barry Gribbons, Jose Martin, Michael Sherry, Lea Templer, Pamela Borrelli, Dr. Manvi, Fred D'Astoli and Jason Burgdorfer

The consent calendar was approved, which included the Senate summary for September 12, 2008; discipline assignment approvals of Marlene Demerjian and Brittany Applen; the confirmation of David Andrus as Senator of Social Sciences; confirmation of seniority list with one spelling correction. There is also some question as to D. Minarsch's official hire date.

Status of Smoking Policy was updated. On January 1, 2009 the new policy will go into effect leaving both campuses smoke free except for parking lots, and a specific area near Cougar stadium.

Any interested in serving as statewide Senate delegate should contact Michael Dermody

Report from Academic Staffing was provided. A replacement nursing position was confirmed. The remaining list of 7 potential new positions will remain, pending budget update, until next year. A new list will be developed in Fall 2009.

Update on Canyon Country campus was provided. Again, it was stressed that colleagues should consider teaching a full load in Canyon Country.

Nomination for Adjunct Senators will be sent out; we have spots for three adjunct senators.

Audrey Green updated the Senate on LDTP, Lower Division Transfer Program. It appears that there are disagreements between the CC's and the CSU. Students who complete the LDTP will not receive and seniority or benefits from completing the LDTP. This appeared to many in the Senate as an attempt for "outsiders" to write our curriculum.

Program Review was discussed in great detail. The goal for Barry Gribbon's office is to have it populated and ready for distribution around November 1. The general format was approved, pending some corrections and revisions and subject to a review in one year.

The Nursing department received their Accreditation. Congratulations!

Our next meeting is on will be on October 9, 2008. It was noted that the date was also Yom Kippur.

Adjourned at 4:40 p.m.

The following information is provided for an additional discipline assignment

Mr. Michael Sanders

The Kinesiology/PE Department currently accepts equivalency #2 – Master’s degree *in any* discipline *plus* two years of professional experience *related to* the discipline of the assignment *or* two years of teaching experience *in the* discipline of the assignment.

Mr. Sanders has been hired as a full-time Counselor – Student Athletes (Program for Athletic Student Success), effective start date July 1, 2008. He will also be an assistant Football coach. The following is provided for an additional discipline assignment in Kinesiology/PE.

M.A., Educational Counseling, University of Redlands

2 years experience at Bishop Montgomery High School as the Head Varsity Football Coach/Athletic Director/Teacher Boys PE & Weight Training

1.5 years experience teaching Health at St. Francis High School (3 years worked at St. Francis – 50% teaching, 50% counseling)

It would appear that Mr. Sanders qualifies for the discipline(s) of:

- Kinesiology/PE

Hi Michael, Mitjl, Noris, and Jim,

I thought that I would send over my notes on the changes to the academic program review.

1. In the table of data, disaggregate average class size and number of sections by VC, CCC, and Online, in addition to the total.
2. Under status of objective, add an option for “Yet to be started.”
3. Add a button for save draft. Do not require a check of completed fields for saving. Make sure that it doesn’t do the check of completed fields when you hit enter in fields.
4. Add spell check. Currently, we can’t find a way to add this, except by using a specific web browser. We’ll pursue this option until another solution is available.
5. Add submit button on the bottom.
6. Add a section on feedback on the form. What did you like? What did you dislike? What changes would you suggestion?
7. In the section that lists the people involved, changed the wording to “please list the faculty who were consulted in this program review.”
8. Navigation bar. Noris is checking on the feasibility of changing the format to multiple pages with a navigation bar this year (i.e. in the next two weeks).

If I forgot anything, please let me know.

Thanks!

Barry

College of the Canyons
Academic Hiring Procedures
Noncredit Adjunct Positions

College of the Canyons
Academic Hiring Procedures
Noncredit 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”. In the absence of a department chair and/or fulltime faculty, the dean may serve as designee if appointed by the Academic Senate.
- 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 undergo a new application process and must meet the minimum qualifications and equivalency procedures that are in effect at that time.

5. Required documentation

All applicants are to complete the following:

- a. Appropriate district application,
- b. Unofficial copies of transcripts,
- c. Resume,
- d. Professional letters of reference are preferred but not required. 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.)

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 with expertise in the subject area being hired; however another full-time faculty member or an educational administrator (if not already designated as Department Chair) may also serve as the second committee member. If there is not a full-time faculty member participating, then a part-time faculty member with expertise in the hiring area may be added as a third member. At least one member of the committee must be a full-time faculty member.

When hiring for the High School Summer Enrichment Program, a full-time Hart District faculty member employed as Coordinator for that program may chair the committee.

- 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.

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.

BOOKSTORE COMMITTEE SURVEY**1. Faculty feedback needed.**

The Bookstore Committee is interested in faculty feedback about how instructors and departments select textbooks. As you know, Textbook Affordability has become a national priority. There are new mandates for publishers in the Higher Education Reauthorization Act recently passed by Congress and signed by the President, and our State Chancellor's Office is providing guidelines to colleges on how to help students who are often faced with textbook costs that are 3 times the cost of tuition. As College of the Canyons moves forward to address textbook affordability, we would appreciate your input.

1. Does your department use uniform textbook adoption guidelines? (i.e. is the same textbook adopted for multiple sections of the same course?)

Does your department use uniform textbook adoption guidelines? (i.e. is the same textbook adopted for multiple sections of the same course?) Yes
No

If yes, list the courses which have adopted a specific text for all sections of those courses.

2. Indicate the period of textbook adoptions.

Indicate the period of textbook adoptions. 1 semester

1 year

2 years

Other

3. If your department does not have uniform textbook adoption guidelines, explain why?

If your department does not have uniform textbook adoption guidelines, explain why?

4. Describe your department's process for selecting textbooks?

Describe your department's process for selecting textbooks?

5. Are textbooks pre-selected for adjunct faculty?

Are textbooks pre-selected for adjunct faculty? Yes

No

6. Would you consider a 2-year textbook adoption?

Would you consider a 2-year textbook adoption? Yes

No

If yes, which courses. Please also indicate if each course is a general education course.

7. Do you use Blackboard- the college provided course management system for the courses you teach?

Do you use Blackboard- the college provided course management system for the courses you teach? Yes

No

8. If you do not use Blackboard, do you use another online publisher product?"

If you do not use Blackboard, do you use another online publisher product?"

yes

no

If yes, indicate which on-line publisher product do you use and why.

9. Do you currently use Open Educational Resources as a part of your courses?

Do you currently use Open Educational Resources as a part of your courses?

yes

no

10. If you use Open Educational Resources as a part of your courses, indicate how OER's are used.

If you use Open Educational Resources as a part of your courses, indicate how OER's are used. as a main textbook

to supplement textbooks

to develop textbooks

Other (please specify)

11. Check all ancillary textbook products you use?

Check all ancillary textbook products you use? Access Codes

Supplemental Disks

Study Guides

Work Books

Other (please specify)

12. To what extent is price a consideration when selecting a textbook for the courses you teach?

To what extent is price a consideration when selecting a textbook for the courses you teach? an important consideration

one of many considerations

not a consideration

13. Have you utilized any of the following to produce student textbooks or other learning resources for the courses you teach. Check all that apply.

Have you utilized any of the following to produce student textbooks or other learning resources for the courses you teach. Check all that apply. Custom publishing with faculty or department royalties

Faculty developed workbook printed in Repro and sold in bookstore

Faculty "vendor" – sells book to Bookstore

Faculty "vendor" – sells book to Bookstore

None of the above

14. Do you provide your students with the International Standard Book Number (ISBN) for the textbooks required for your courses?

Do you provide your students with the International Standard Book Number (ISBN) for the textbooks required for your courses? Yes

No

If no, why not?

15. Do you provide your students with the cost of the required textbooks for your courses?

Do you provide your students with the cost of the required textbooks for your courses? yes

no

If no, why not?