

**Academic Senate Agenda**

**May 14, 2009**

**BONH 330 3:00 p.m.**

**I. ROUTINE MATTERS**

1. Approval of Academic Senate summary for April 23, 2009 (page 2)
2. Approval of Curriculum Summary for April 16, 2009 (pages 4-8)
3. Approval of Curriculum Summary for May 7, 2009 (pages 9 – 11)
4. Confirmation of PE Department Chair (Garett Tujague)

**II. REPORT/UPDATE**

5. CCC Update
6. Curriculum Committee Operating Procedures
7. DLA and Title V
8. FLEX update
9. Scholarly Presentation
10. TBA Hours
11. Honors Program

**III. DISCUSSION ITEMS**

12. Collegial Celebration of Colleagues
13. Program Review (Page 3)
14. CCC GE AP List and Template – Audrey Green
15. Sale of Sample Textbooks

**IV. DISCUSSION/ACTION ITEMS**

16. CWEE Minimum Qualifications
17. Department Changes/Modification (Provisional approval) (page 4)
18. Request to change the ManTech/Water Tech department

**V. Open Forum**

## Academic Senate Summary

April 23, 2009

**Attendance:** Michael Dermody, Michael Sherry, James Lorigan, Joan Jacobson, Lea Templer, Julie Lawson, Jose Martin, Ann Lowe, Fred D'Astoli, Patty Robinson, David Andrus, Cindy Stephens, Pamela Borrelli Wendy Brill, Jennifer Brezina, Denee Pescarmona and Philip Marcellin

**The consent calendar was approved**, which included the Senate Summary for March 26, 2009; Curriculum summaries for March 19 & April 2, 2009; confirmation of David Brill as Fine Arts Rep to the Curriculum Committee;; and discipline assignment for M. Corbett.

**John Rice Diversity Award:** Contact Michael for additional information.

**Curriculum Committee Operating Procedures** are being reviewed, with a goal to clarify as well as streamline and better improve the procedures. In addition, Michael will be available on April 29 at 3:00 p.m. to 4:00 p.m. to discuss any concerns with the Math Science Division.

**TBA hours** are being heavily reviewed by the system office. Meetings have been held with chairs and Deans who have TBA hours to try to find a satisfactory solution for TBA hours

**Scholarly Presentation is April 29, 2009 in the PAC.** Please encourage your colleges to attend as we "support our own". If you are interested in presenting a scholarly presentation please complete the application. We will be having two presentations one in the Fall and one in the Spring.

**Changes are coming to the Commencement ceremony.** The procession will start at 9:15, and we recommend flat, comfortable shoes since we will be walking down stairs. To help relieve possible heat problems we are starting earlier, orienting the faculty to the east, and placing water under all faculty chairs. In addition, the graduates breakfast has been replaced with post-ceremony reception.

**Title V/DLA policies** have been reviewed by Ed Tech and Curriculum. They are proposing that "*If any portion of the instruction is designed to be provide through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures*" The Senate expressed an interest in having some additional documentation on how to implement this proposal.

### Ongoing activities:

- Open discussion on CWEE Minimum Qualifications.
- The ad hoc Honors Program met and has started discussion on implementing an honors program. Since this is a curricular issue, final adoption will need to be confirmed by the Senate.
- Program Review will be back at the next Senate meeting. The desire for the Senate was to create a much stronger liaison with Barry's office regarding program review.

**The 2009-2010 Calendar** for Senate and Curriculum was approved.

**There was discussion on the structure of the Curriculum Committee** and the roles of the various members. Michael stressed that faculty need to report to him any specific problems that might emerge with the process, or with any member of the committee.

**Collegial Celebration** will take place on May 28, 2009 in place of our meeting in regular senate meeting. More information will follow.

Adjourned at 4:45 p.m.

**(Selections from) Academic Senate (Faculty) Participation in Shared Governance**

1. “Rely Primarily On”

Those areas in which the Board of Trustees will “rely primarily on” the advice and judgment of the Faculty Senate include:

- a. The development of curriculum, including the establishment of prerequisites and planning of course disciplines;
- b. The Determination of degree and certificate requirements;
- c. The establishment and review of grading policies;
- d. The establishment of standards and policies regarding student preparation and success;
- e. The appointment of faculty members to District and College committees;
- f. The establishment of policies, procedures and programs for faculty professional development activities (excluding financial expenditures for faculty development);
- g. The development of processes for program review.

In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendation not be accepted...When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board will send a written communication (or designee) to request that the Senate take into consideration the consensus and issues raised by the Board of Trustees...If, upon reconsideration, the Senate does not change its initial recommendation and, if it is the opinion of the Board that the exceptional circumstances/compelling reason(s) still exist, the Board may reject the advice of the Senate. In such cases as this, existing policies and practices will remain in place.

This being the case, the final determination with rationale will be communicated to the Senate in writing.

2. “By Mutual Consent”

Areas specified by Title V [Subsection 53200(c)] as “Academic and Professional Matters” where the Board of Trustees and the Senate obligate themselves [or their designee(s)] to reach mutual agreement, resulting in written resolution, regulations, or policy include:

- a. The development of new educational programs;
- b. District governance processes (except 1.e. above);
- c. The delineation of faculty roles and involvement in accreditation processes (including the development of the self-study and strategic plan updates [annual reports]);
- d. Financial policies of faculty professional development activities;
- e. The determination of processes to be utilized in institutional planning and budgeting; and
- f. Other “Academic and Professional Matters” as mutually agreed upon between the Board of Trustees and the Faculty senate.

In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendation not be accepted...When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board will send a written communication (or designee) to request that the Senate take into consideration the consensus and issues raised by the Board of Trustees...If, upon reconsideration, the Senate does not change its initial recommendation and, if it is the opinion of the Board that the exceptional circumstances/compelling reason(s) still exist, the Board may reject the advice of the Senate. In such cases as this, existing policies, and practices will remain in place.

This being the case, the final determination with rationale will be communicated to the Senate in writing

## **PROPOSED PROCEDURES FOR MERGING/SPLITTING DEPARTMENTS**

1. Formal written proposals to split a department, merge a department, or change a department's name will be brought to the Senate. These proposals can be initiated by a department or by the Instruction Office.
2. For proposals involving merging or splitting departments, the Senate will establish an ad hoc committee to review the proposal.
  - a. The Senate will appoint at least two faculty members from each department impacted (one of whom will be designated as the chair of the ad hoc committee), and two faculty members from outside the department. The CIO will appoint a representative from the Instruction Office.
  - b. The committee may add additional, non-voting resource members as it deems necessary.
  - c. For proposals involving renaming of departments, a separate ad hoc committee is not necessary.
3. The written proposal for a departmental change should address the following issues:
  - a. How will the proposal help the students of the college?
  - b. Is the proposal part of a program review recommendation? If not, what has changed since the last program review that would support the proposal?
  - c. What is the opinion of the impacted faculty members?
  - d. Does the Instruction Office support the proposal?
  - e. Will the proposal provide for a more effective use of time, resources, and faculty?
  - f. Is the proposal similar to the departmental structures at other institutions?
  - g. Will this proposal increase or alleviate the "Goldilocks Factor" (e.g., "too big...too small...just right!")?
  - h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?
  - i. What impact could this have on any governance proposals?
  - j. Are there any possible negative impacts of such a change?
  - k. Are there any additional issues raised by the Senate or the Instruction Office?
4. The committee will forward its recommendation to the Senate and the Instruction Office. If there is mutual agreement with the Senate and the Instruction Office, the proposal will be granted "provisional approval".
5. The proposal will receive final approval when the following conditions have been met:
  - a. The Curriculum Committee has approved of any new course numbering system (if necessary);
  - b. The Articulation Officer certifies that there are no outstanding articulation issues;
  - c. All appropriate college offices have been notified for any changes required in the college catalog, brochures, and other publications;
  - d. Any outstanding contractual issues have been resolved; and,
  - e. Any other conditions that may be requested by the Instruction Office or the Senate.
6. Unless a specific implementation date is not detailed in the approval process, final implementation will take place at the start of the next academic year.
7. This procedure is considered as one of the "other academic and professional matters" describe in Board Policy on Faculty Involvement in Governance (BP #645). It is an area where the Senate and the District will reach mutual agreement.

## CURRICULUM COMMITTEE SUMMARY

April 16, 2009

3:00 pm – 5:00 pm

Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 4/13/09:

BONH-330

## MODIFIED COURSES on consent:

Subject	#	TH	Description of action	Author
ART	220	Watercolor Painting	<b>Reduce from 4 to 3 units</b> , modified descriptions, <b>add SLO's</b> , modify Objectives, Content & Assignments - <b>Approved</b>	M McCaffrey
ART	236	Sculpture II	Modify descriptions, <b>add SLO's</b> , modify Objectives, Content & Assignments and supply texts - <b>Approved</b>	J. Lorigan & R. Edwards
ART	295	Professional Skills for Artists	Modify descriptions, <b>add SLO's</b> , modify Objectives & Content, and update texts - <b>Approved</b>	J. Lorigan and L. Hurst
CMPSCI	190	Web Programming: JavaScript	Supply additional comparable courses, modify descriptions, <b>add SLO's</b> , modify Objectives & Assignments, and update texts - <b>Approved</b>	C. Ferguson
DANCE	134	Ballroom and Social Dance	<b>Add SLO's</b> , modify Objectives, Content, Methods of Evaluation & Assignments - <b>Approved</b>	P. Smith
ENGL	108	Creative Writing - Poetry	<b>Remove ENGL-105 rec. prep.</b> , <b>add SLO's</b> , modify Objectives and add a text - <b>Approved</b>	A. Terzian
ENGL	272	The Bible as Literature	<b>Add SLO's</b> , modify Objectives and update texts - <b>Approved</b>	D. Ayers
ESL	081	Advanced Listening and Speaking	<b>Remove ESL-071 rec. prep.</b> , <b>add SLO's</b> , modify Objectives and add new texts - <b>Approved</b>	H. MacLean
HLHSCI	150	Nutrition	<b>Change Disciplines</b> , <b>add SLO's</b> , fulfill the PE Wellness general education graduation requirement, modify Objectives, Content, Methods of Evaluation & Assignments, and update text - <b>Approved</b>	M. Jamgochian K. Bronco
MFGT	090	Measurements and Computations	<b>Change course number (from "100")</b> , <b>change from transferable to nontransferable</b> , increase cl. size from 34, modify descriptions, <b>add SLO's</b> , modify Objectives & Methods of Evaluation, and update texts - <b>Approved</b>	D. Martinez

MFGT	098	Special Topics in Manufacturing	Delete - <b>Approved</b>	D. Martinez
MFGT	101	Materials and Process in Manufacturing	Reduce cl. size from 30, modify descriptions, <b>add SLO's</b> , modify Objectives, Content & Assignments, and update texts - <b>Approved</b>	D. Martinez
NURSNG	051	Home Health Aide	Delete - <b>Approved</b>	D. Morey
NURSNG	056	Phlebotomy	<b>Change from non-degree applicable to degree applicable, add SLO's</b> , modify Objectives, and update text - <b>Approved</b>	S. Albert
NURSNG	057	Advanced Phlebotomy	Delete - <b>Approved</b>	D. Morey
NURSNG	212	Physical Assessment	Reduce cl. size from 40, <b>change from repeatable 1 time to not repeatable, add SLO's</b> , modify Objectives & Methods of Evaluation, and update texts - <b>Approved</b>	V. Malinoski

**NEW COURSES:**

Subject	#	Title	Description of action	Author
MEA	103	Exploring Contemporary Television	3 units, 54 lecture contact hours, cl size 40, no repeats, letter grade - <b>Approved</b>	J. Amador
MEA	108	Scriptwriting Fundamentals	3 units, 54 lecture contact hours, cl size 35, no repeats, letter grade - <b>Approved</b>	J. Amador
MEA	111	Exploring Video Field Production	2 units, 27 lecture and 27 lab contact hours, cl. size 25, no repeats, letter grade - <b>Approved</b>	J. Amador
MEA	113	Exploring Online Media Communication	2 units, 27 lecture and 27 lab contact hours, cl. size 35, no repeats, letter grade - <b>Approved</b>	J. Amador
MEA	120	Introduction to Cinematography I	2 units, 18 lecture and 54 lab contact hours, cl. size 25, no repeats, letter grade - <b>Approved</b>	J. Amador

**MODIFIED COURSES:**

Subject	#	Title	Description of action	Author
MEA	101	Television and Film Media	<b>Was RTVF 101 ("Structure of the Moving Image"), change code, add Film Studies -Masters to Discipline, change comparable es, reduce cl. size from 40, add UC transferability, add SLO's</b>	J. Amador

			y Objectives & Content and update texts - <b>Approved</b>	
MEA	112	Exploring Video Studio Production	<b>WAS RTVF 112 ("Fundamentals of Video Production"), change TOP code, change comparable courses, change from 3 to 2 units, change from 36 lecture and 54 lab to 27 lecture and 27 lab contact hours, change from repeatable 1 time to not repeatable, modify descriptions, SLO's, Objectives &amp; Content and update texts - <b>Approved</b></b>	J. Amador
MEA	116	Digital Video Editing I	<b>Was RTVF-072 (Intro to Final Cut Pro HD), add Media Production – Non Masters and Mass Communications – Masters to Discipline, change TOP code, change from nontransferable to CSU transferable, reduce cl. size from 30 to 25, change from 1.25 to 2 units, change from 18 lecture and 13.5 lab to 27 lecture and 27 lab contact hours, modify descriptions, change from CR/NC to letter grade, add SLO's, modify Objectives, and replace w/ new text - <b>Approved</b></b>	J. Amador

**MODIFIED PREREQUISITES:**

Subject	#	Title	Description of action	Author
ENGL	108	Creative Writing - Poetry	Remove ENGL-105 from Recommended Preparation	A. Terzian
ESL	081	Advanced Listening and Speaking	Remove ESL-071 from Recommended Preparation	H. MacLean

**NEW DISTANCE LEARNING ADDENDUM:**

Title	#	Title	100% ON-LINE, HYBRID	Author
MEA	113	Exploring Online Media Communication		J. Amador

**DISCUSSION ITEMS:**

Remember, on **May 7<sup>th</sup>** we will be meeting at the **Canyon Country Campus in Room 300** from 3:30 to 5pm.

Deana Riveira would like to allow someone else the opportunity to be responsible for Stage 6 DLA approval in WebCMS -- and Jennifer Brezina has volunteered. Thank you Jennifer!

Ann Lowe distributed a handout showing new Title V language regarding Distance Learning Standards. The Committee concurs with our Ed Tech Committee and recommends to the Academic Senate that if a class is designed to have any percent taught online (anything that is not 100% on ground) an approved DLA is required.

Carlson, Kerry - Curriculum Coordinator Non-voting member	present	Jacobson, Joan - Student Services	present	Brill, David - Fine & Performing Arts	present
Lowe, Ann - Co-Chair, Faculty - Allied Health	present	Karlin, Ron - Humanities	present	Solomon, Diane - Member at Large	absent
Green, Audrey - Co-Chair, Administrator, Articulation Officer	present	Stanich, Diana - Physical Education & Athletics	present	Blake-Jones, Michele - Noncredit	present
Hilliard, Lee - Member at Large	present	Lucy, Nicole - Social Science & Business	present	Marenco, Anne - Member at large	present
Benedicto, Alto - Math & Science	present	Parker, Catherine - Adjunct Faculty	present		

Academic Senate Meeting Date: May 14, 2009  
2009

Board of Trustees meeting Date: June 10,



CURRICULUM COMMITTEE AGENDA: **APPROVED**

MAY 7, 2009

3:30 pm – 5:00 pm

CCC-300

**MODIFIED COURSES:**

Subject	#	Title	Description of action	Author
ESL	080	College Writing & Grammar II	<b>Title change, remove ESL-083 rec. prep., add SLO's</b> , modify Objectives, and update texts	H. Maclean
ESL	083	College Reading and Discussion III	<b>Title change, remove ESL-080 rec. prep., add SLO's</b> , modify Objectives	H. Maclean
MFGT	092	Measurements and Computations	<b>Was MFGT-100, change from SAM code D to C, change from university level to nontransferable, add SLO's</b> , modify Methods of Evaluation, and update texts	D. Martinez

**NEW COURSES:**

Subject	#	Title	Description of action	Author
MEA	201	Film Style Seminar		J. Amador
MEA	295	Professional Practices/Portfolio		J. Amador

**MODIFIED PROGRAM:**

Title	Description	Author
MEA- Filmmaking A.A. degree	Increase from 24 to 29.5 units required, modify required courses RTVF 101,112, <del>190</del> & 280 to MEA 101,112, <del>180</del> & 280 (respectively), add 1.5 units of CWEE, remove from core: RTVF 118,170,195 & 250 and add MEA 120,108,116,201 & 295 and any 3 units of MEA , and 103 as an alternate to 100, and 111 or 113 as a choice to 112	J. Amador

**MODIFIED PREREQUISITES:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author</b>
ADMJUS	202	Custody Assistant	Add POST prerequisite	R. Burns
ARCHT	280	Design IV – Advanced Design	Change prerequisite from ARCHT-200 to ARCHT-200A and ARCHT-200B	K. Carlson on behalf of D. Minarsch
ESL	080	College Writing & Grammar II	Remove ESL-083 as Recommended Preparation	H. Maclean
ESL	083	College Reading and Discussion III	Remove ESL-080 as Recommended Preparation	H. Maclean
MEA	180	Filmmaking I	Add MEA-120 prerequisite	J. Amador
MEA	280	Filmmaking II; Directing and Producing	Add MEA-180 prerequisite	J. Amador
MFGT	102	Engineering Drawing Interpretation	Add MFGT 100 as Recommended Preparation	D. Martinez
PHOTO	190	Studio Photography	Add PHOTO-155 to prerequisites	D. Pattee-Ballard
PHOTO	195	Color Photography	Add PHOTO-155 to prerequisites	D. Pattee-Ballard
PHOTO	200	Portraiture	Add PHOTO-155 to prerequisites	D. Pattee-Ballard
PHOTO	201	Independent Projects in Photography	Add PHOTO-150 or PHOTO-155 to prerequisite choices	D. Pattee-Ballard
PHOTO	285	Concept Development	Add PHOTO-155 to prerequisite choices	D. Pattee-Ballard

**NEW PREREQUISITES:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author</b>
ADMJUS	291SO	Sheriff Reserve Deputy Level III	POST prerequisite	R. Burns
ADMJUS	292SO	Sheriff Reserve Deputy Level II	POST and ADMJUS-291SO prerequisites	R. Burns
ADMJUS	293SO	Sheriff Reserve Deputy Training Level I	POST and ADMJUS-292SO prerequisites	R. Burns
FIRETC	098AR	S-359 Medical Unit Leader	Firefighter prerequisite	S. Dixon
FIRETC	098CA	S-445 Incident Training Specialist	Firefighter prerequisite	S. Dixon
FIRETC	098CK	J-236 Staging Area Manager	Firefighter prerequisite	

				S. Dixon
PUBSAF	10AJ	Regular Basic Course (RBC) Facilitator CAPRA Inter	POST prerequisite	R. Burns
PUBSAF	20AH	Counter Terrorism Training - LERA	POST prerequisite	R. Burns
PUBSAF	20AJ	Search and Seizure Law	POST prerequisite	R. Burns
PUBSAF	20AK	Night Individual Proficiency Course (N.I.P.R.C.)	POST prerequisite	R. Burns

**STAND ALONE COURSES:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author</b>
ADMJUS	291SO	Sheriff Reserve Deputy Level III		R. Burns
ADMJUS	292SO	Sheriff Reserve Deputy Level II		R. Burns
ADMJUS	293SO	Sheriff Reserve Deputy Training Level I		R. Burns
FIRETC	098AR	S-359 Medical Unit Leader		S. Dixon
FIRETC	098CA	S-445 Incident Training Specialist		S. Dixon
FIRETC	098CK	J-236 Staging Area Manager		S. Dixon
PUBSAF	10AJ	Regular Basic Course (RBC) Facilitator CAPRA Inter		R. Burns
PUBSAF	20AH	Counter Terrorism Training - LERA		R. Burns
PUBSAF	20AJ	Search and Seizure Law		R. Burns
PUBSAF	20AK	Night Individual Proficiency Course (N.I.P.R.C.)		R. Burns