

**Academic Senate Agenda
October 8, 2009
BONH 330 3:00 p.m.**

I.ROUTINE MATTERS

1. Approval of Senate summaries for September 10 and September 24, 2009 (pages 2-3)
2. Approval of Curriculum summary for September 17, 2009 (pages 8-11)
3. Confirmation of Tina Waller as representative for Allied Health Division's Curriculum Committee representative.
4. Changing the status of the Sustainable Development Committee from "ad hoc" to "regular"

II.REPORT/UPDATE

5. CCC report – Fred D' Astoli
6. Grades and Attendance
7. Proposed Minimum Qual changes for "non-masters" disciplines (page 4)

III.DISCUSSION ITEMS

8. Matriculation Cuts impact on Faculty members – Chelley Maple
9. Website focus group report – Jasmine Ruys (pages 5-6)
10. Minimum Quals for CWEE (page 7)
11. Computer Log-in Statement

IV.ACTION ITEMS

12. Concurrent Enrollment Policy/Procedure Revisions

V.Open Forum – The next Senate meeting will be **October 22, 2009 at 3:00 p.m. in BONH 330**
Academic Senate Summary

September 10, 2009

Attendance: Michael Dermody, Patty Robinson, Chris Blakey, Wendy Brill, Barry Gribbons, Dorothy Minarsch, Diane Morey, Cindy Stephens, Fred D' Astoli, Lea Templer, Patti Haley, Lee Hillard, Deanna Riveira, David Martinez, Daylene Meuschke, Stan Wright, Mike Wilding, Debbi Rio, Jose Martin, Pamela Borrelli, Ann Lowe, David Andrus, Jennifer Brezina, Michael Sherry, James Lorigan and Edel Alonso.

The consent calendar was approved, which included the Senate Summary for May 14, 2009; Curriculum Summary for April 16, 2009; Calendar for Curriculum and Senate; discipline assignments for Rachael Houghton, Tina Rorick, Lee Hillard and Kathy Flynn.

IRB status report was presented by Daylene Meuschk. This body, established last year, is mandated by federal law to ensure that the rights and welfare of human research subjects is protected.

Committee on Attendance and Grading, led by Fred D’Astoli, will look at Title V, and bring a proposed statement to the Senate for consideration and adoption.

CCC update, also given by Fred D’Astoli, highlighted the opening of the Center for Early Childhood Education to take place on September 17, 2009 at 1:30 p.m.

Procedure for department changes/merging/splitting was reviewed. We are expecting “test cases” brought forward for Multi-Media (J. Amador) and Manufacturing Technology (Regina Blasberg)

FERPA, which restricts the release of a student’s educational information, was discussed in great detail. A synopsis will be shared with the entire faculty.

Shredding of tests and other documents was discussed. It was suggested that we work with the Instruction Office to establish a “central shredding” location, perhaps near the switchboard.

Concurrent Enrollment Policy/Procedure Revisions was brought to the senate. After much discussion, a revised copy will be brought back to the Senate.

Program Review committee is reviewing the structure and content of the instrument that will be used. The goal is to have a semi-final proposal; by October. Econ and Photography volunteered to serve as “guinea pigs” for the new instrument.

Some of the specific topics and concerns include:

- New space for Student Learning Outcomes
- Install Spell check capability
- Reprogram in Excel rather than Access
- Identify what sections are optional
- Determine who has “Read Only” access

Faculty Emeriti status was granted to Susan Cooper, Jack Compton and Jim Ruesabmen

Adjourned at 4:45 p.m.

**Academic Senate Summary
September 24, 2009**

Attendance: Michael Dermody, Deanna Riveira, Joan Jacobson, Lea Templer, Michael Sherry, Jose Martin, Ann Lowe, Wendy Brill, Miriam Golbert, Jennifer Brezina, Audrey Green, Tammera Rice, Chris Blakey, Alto Benedicto, Fred D’Astoli, Cindy Stephens, Lee Hilliard, Jasmine Ruys, David Andrus, Patty Haley and Pamela Borrelli

The consent calendar was approved, which included Curriculum summary for September 2, 2009; the Faculty seniority list; Emeriti faculty; Administrative Retreat Right list and the discipline assignment for David Martinez.

For the CCC Update, Fred D’Astoli described the good turnout for the opening of the Child Center.

There were questions regarding directional signs – such questions/concerns should be directed to Dean Malone

Grades and Attendance committee has met. The committee is reviewing the role, if any, of attendance on assigning students' grades. The committee hopes to bring a proposed statement to the Senate.

Honors Program is still being updated, as it continues the transition from HITE to Honors. There is a strong push in some divisions to have honors courses, and Miriam provide details on what constitutes an Honors course. The concern is how to integrate these new course proposals through the crowded curriculum committee schedule.

Program Review committee has continued to meet. They hope to have a draft to the Senate by the October 22 Senate meeting.

Course Currency is back in the limelight. Under state law, ALL courses must be reviewed at least once every six years. To stay in compliance with state law, any courses that are over 6 years old, and are not in the "Stage 2" of the curriculum process by December 31 will be automatically deleted. Courses not yet at Stage 7 will not be deleted, but cannot be offered until they have been approved.

If you are aware of any individual or stage that is slowing down the audit trail, please let Ann or Audrey know so that the "clog" can be taken care of.

Plagiarism Policies & Academic Integrity is a new ad hoc committee to be headed by Jia-Yi ChengLevine. Please contact her if you are interested in looking at these issues and developing a statement for the college.

A forum on the topic of "Student as Customers", perhaps during FLEX, was suggested. Faculty Development committee will be contacted on this issue.

Concurrent Enrollment Policy/Procedure Revisions were again discussed. It was suggested that we look at the possibility of restricting concurrent enrollment only to those classes not offered at the student's high school campus. It was also suggested that we look at another factor, perhaps GPA, to replace using the Math/English placement test as an eligibility "index"

Change to minimum qualifications and equivalency – Nursing (Clinical Practice) was approved.

Adjourned at 4:52 p.m. Our next meeting is October 8, 2009.

Discussion on Equivalency for AA Degrees

Information item: The Board of Governors determines the list of disciplines for courses taught in the California Community Colleges. They rely primarily upon the advice of the Statewide Academic Senate when establishing these guidelines.

In the discipline list, the words “or equivalent” are included in almost every discipline listed as “Masters Degree discipline”. However, the phrase “or equivalent” is NOT included for disciplines listed as “Non-Masters Degree Disciplines”. Does this mean there is no equivalency available for those disciplines?

To assure a level of uniformity across the state, the following has been introduced into the statewide senate for discussion.

10.11 No Equivalent to the Associate Degree for Minimum Qualifications

Spring 2009

Topic: Disciplines List

Whereas, Section 53410 of Title 5 requires that disciplines in which a master’s degree is not generally expected or available have, as minimum qualifications, a bachelor’s degree and two years of experience, or an associate degree and six years of experience;

Whereas, Section 87359 of California Education Code states that no one may be hired unless the governing board, “determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications” and that the governing board relies primarily upon the advice and judgment of the academic senate in determining equivalency to the minimum qualifications;

Whereas, Faculty members, in order to assist and counsel students on program and course requirements, maintain accurate course and student records, fulfill duties required in a faculty handbook, and perform work outside the classroom, including development and assessment of Student Learning Outcomes, program review, and preparation of the Course Outline of Record and class syllabi, all of which require knowledge, skills, and abilities equal to or greater than the associate degree level; and

Whereas, A primary role of faculty members is to foster a professional college environment and a respect for academic achievement;

Resolved, That the Academic Senate for California Community Colleges recommend to the Board of Governors that there is no equivalent to the associate degree for disciplines in which a master’s degree is not generally expected or available and that an associate degree is the minimum educational qualification required for all faculty members in these disciplines.

Current Status: The Executive Committee to conduct more research on the pros and cons of such a position and to bring back information in Fall 2009.

Excerpt from **Credit and Non-Credit Student Satisfaction with the COC Website, Focus Group Report of August 2009** (conducted by Tronie Rifkin, Ph.D. Out of Chaos Consulting, Inc.

VIII. SUMMARY

In summary, both credit and non-credit students were very satisfied with the COC website and indicated that they were able to accomplish what they set out to accomplish when they accessed the website. Key strengths of the website cited by students are listed below. While the degree of enthusiasm expressed for each of these website strengths may not always have been the same between the credit and non-credit students, they remain features recognized by both groups as valuable to students in general.

- A to Z Index
- Information in Spanish
- Class Schedule
- Application for Admission
- Online Registration
- Online Fee Payments
- News and Events
- Employment opportunities

Trouble spots or challenges experienced by students were not as uniformly similar between credit and non-credit students as the strengths. The differences between the two groups in the challenges they experienced were primarily due to the differences in the way the two sectors of the college approach registration and the differential needs of students who enroll in classes for credit versus those who do not. The key website challenge students encountered are listed below and when applicable the challenge is identified as a primarily credit or non-credit issue.

- Search Function
- Online Orientation (Credit)
- Online Registration
- Online Bookstore (Credit)
- Academic Department Web Pages (Credit)
- Financial Aid (Credit)
- Blackboard (Credit)
- Registration Instructions in English & Spanish (Non-Credit)
- ESL Assessment Schedule (Non-Credit)
- Parking (Non-Credit)

Both credit and non-credit students were responsive to the challenges they cited when providing their recommendations for improvement. The additions, changes, and adjustments they suggested are designed to improve the website's accessibility and meet the online needs of both credit and non-credit students (see recommendations for improvement below).

- Create links to the following on the Homepage
 - o Blackboard
 - o Academic department course offerings, teacher syllabi and contacts
 - o Start Here, in addition to or in lieu of the New Students link
 - o Frequently Asked Questions
 - o Live *Chat*
- Advertise COC's accreditation status on the *Homepage*
- Add a time-out warning message
- Provide complete information on course texts through the *Online Bookstore*
- Improve *Live Chat* response time
- Coordinate credit and non-credit student ID, usernames, and enrollment

- *Performing Arts Center*
- Develop pages devoted to seniors
- Inform the community about the college administration and its goals
- Provide better information about parking (general and handicapped)

Overall, the credit and non-credit focus groups generated rich information about students' experiences interfacing with the COC website. The differences that arose between the credit and non-credit students in terms of challenges and recommendations for improvement are also revealing in terms of understanding the differential information and service needs of both types of students.

MINIMUM QUALIFICATIONS FOR CWEE AT COC

Minimum Qualifications are determined by the statewide Board of Governors, based on the advice of the statewide Academic Senate. This is the "floor" for all community college hires.

The listed MQ for CWEE (Cooperative Work Education Experience) is stated in Title V as:

Section #53416, Minimum Qualifications for Work Experience Instructors or Coordinators:
(emphasis added)

*The minimum qualifications for an instructor or coordinator of general or occupational work experience education, as defined in Section 55252, shall be the minimum qualifications in **any** discipline in which work experience **may** be provided at the college where the instructor or coordinator is employed.*

A cursory glance at the language would cover almost any instructor hired at the college: ANY MQ for any discipline that MAY offer CWEE (as opposed to any discipline that IS offering CWEE).

To provide some quality control, it has been suggested that we add to the minimum qualification an additional "Readiness Checklist" that must be completed prior to being assigned to a course. This is similar to the On-Line readiness checklist that the Senate approved for on-line instructors.

A key component of this checklist would be that the instructor is required to participate in an "orientation of at least 3 hours. This orientation would include the philosophy and objectives of CWEE, as well as the specific institutional requirements for a CWEE course".

It is important to note that this simply addresses the question of applying the MQ here at COC – this is in the prerogative of the Senate. Questions of load and assignment are more appropriately handled through the Administration and the respective faculty unions.

CURRICULUM COMMITTEE AGENDA

SEPTEMBER 17, 2009

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on September 9th, 2009:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Science; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Ann Lowe – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marenco, Anne – Member at large; Parker, Catherine – Adjunct Faculty

Members absent: Blake-Jones, Michele – Noncredit; Brill, David – Fine & Performing Arts; Green, Audrey - Co-Chair, Administrator, Articulation Officer; Stanich, Diana – Physical Education & Athletics; Solomon, Diane – Member at Large

MODIFIED PROGRAMS on Consent:

Program	Degree/Certificate	Description of action	Author
Manufacturing Technology	Associate in Science Degree	Revised required courses & electives. Archived courses. Removed MFGT 103 and added MFGT 131 to required courses. Removed ENGR 150 and added ENGR 110, 114 to electives. Approved	D. Martinez
Manufacturing Technology	Certificate of Achievement	Revised required courses & electives. Archived courses. Removed MFGT 103 and added MFGT 131 to required courses. Removed ENGR 150 and added ENGR 110, 114 to electives. Approved	D. Martinez

MODIFIED COURSES on Consent:

Subject	#	Title	Description of action	Author
GMD	070	Introduction to Web Graphics	Modify descriptions, lecture objective, and content. Modified Lecture/Lab formula, changed from lecture only to .75 lecture/.25 lab. Separate Lecture/Lab SLO's, Objectives and Outlines. Approved	M. Daybell
GMD	071	Introduction to Dreamweaver	Modify descriptions, lecture objective, and content. Modified Lecture/Lab formula, changed from lecture only to .75 lecture/.25 lab. Separate Lecture/Lab SLO's, Objectives and Outlines. Approved	M. Daybell
GMD	074	Introduction to Flash	Modify descriptions, lecture objective, and content. Modified Lecture/Lab formula, changed from lecture only to .75 lecture/.25 lab. Separate Lecture/Lab SLO's, Objectives and Outlines. Approved	M. Daybell
GMD	077	Introduction to After Effects	Modify descriptions, lecture objective, and content. Modified Lecture/Lab formula, changed from lecture only to .75 lecture/.25 lab. Separate Lecture/Lab SLO's, Objectives and Outlines. Approved	M. Daybell
GMD	094L	Graphics Lab	Revised description and outline. Modified SLO's, Update course title, added objectives. Approved	M. Daybell
GMD	097L	Multimedia Lab	Revised description and outline. Modified SLO's, Update course title, added objectives. Approved	M. Daybell
GMD	101	Introduction to Digital Media	Modified SLO's. Updated descriptions, outline, and text. Added objectives. Approved	M. Daybell
GMD	142	2-D Computer Illustration	Modified SLO's. Updated descriptions, outline, and text. Added objectives. Approved	K. Jenkins
GMD	144	Graphic Design I	Modified SLO's. Updated descriptions, outline, and text. Added objectives. Approved	K. Jenkins
GMD	145	Type & Typography	Modified SLO's. Updated descriptions, outline, and text. Added objectives. Approved	K. Jenkins
GMD	172	Desktop Video	Revised description and outline. Modified SLO's. Changed repeatability from 1 time to zero. Approved	M. Daybell

GMD	177	Web Page Design I	Revised description and outline. Modified SLO's. Changed repeatability from 1 time to zero. Approved	M. Daybell
KPET	108	Theory and Analysis of Soccer	Change from Lab to Lecture. Change repeatability from 2 times to zero. Change maximum class size to 35, updated descriptions, text and outline. Modified SLO's. Approved	H. Fisher

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author
MEA – New Media Journalism	Associate in Arts Degree	Changed core units, program name, and program description. Production skills sequence and capstone courses. Approved	D. Brill

MODIFIED COURSES:

Subject	#	Title	Description of action	Author
MEA	125	New Reporting and Anchoring	Updated Pre-requisite, co-requisite, descriptions, methods of evaluation, text and outline. Modified SLO's. Approved	D. Brill
MEA	225	Advanced News Media Production	Modified SLO's. Added Supp. Form A – Recommended prep. Updated class size to 25. Updated texts and methods of evaluation. Approved	D. Brill

NEWCOURSES:

Subject	#	Title	Description of action	Author
ANew Course Includes ANTHRO	101	Physical Anthropology - Honors	New Non Credit courses 3 units, class size 35, 5 letter grade only. Approved	L. Malley
New Programs DANCE	136	Intermediate T	Modified Non Credit Courses 1 unit, class size 35, 5 letter grade. Tabled	P. Smith
Modified Courses		15	New DLA's Deleted Courses	
HIST	120	The Role of Women in U.S. History	3 units, class size 35, 5 letter grade only. Approved	C. Tripp
MEAS	110	Writing for Journalism and New Media	3 units, class size 25 due to work stations, 54 lecture hours, not repeatable, letter grade only. Approved	D. Brill
MEAS	230	Online Production and New Media Management	3 units, class size 25, 54 lab hours, 36 lecture not repeatable, letter grade only. Approved	D. Brill

Discussion items/Notes

1) Ann Lowe introduced Tina Waller who will be representing Allied Health as a member of the Curriculum Committee at future meetings. Ann has started the paperwork to get Tina placed on the Senate agenda for approval.

October 8, 2009

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Modified Programs	3	New SLO's	-0-	Deleted Programs	-0-
Stand Alone Courses	-0-	Modified SLO's	11		