

## COLLEGE OF THE CANYONS

### Academic Senate Agenda

November 18, 2010

3:00 - 4:30 p.m. BONH 330

#### I. Routine Matters

1. Call to order
2. Approval of Academic Senate Meeting Minutes for October 28, 2010 (pg. 2-5)
3. Report of Officers (AS Budget pg. 6)
4. Report of Standing and/or Special Committees/Task Forces
  - Curriculum Committee  
Curriculum Changes from Curriculum Committee Meeting of November 4, 2010 (pg.7-10)
  - Disciplines Committee  
Approval of Discipline Qualifications and Equivalencies for a NEW Discipline:  
Environmental Science/Environmental Studies (pg. 11)

#### II. Unfinished Business

5. Discontinuance of Program
6. Proctoring Exams for Students in Online Classes
7. Senate Proposal for Board Policy Revision: BP 536 Academic Standards
8. Board Policy & Administrative Procedures Proposal: BP 3850 Conflict of Interest

#### III. Discussion Items

9. Senate Proposal for NEW Board Policy: Graduation
10. Academic Senate Constitution: Proposed Revisions (pg.12-16)
11. Memorandum on Constitution(pg. 17-24)

#### IV. Action Items

12. Senate Proposal for Board Policy Revision: BP 510 Counseling Services (pg. 25)
13. Board Policy Proposal for Revision: BP 529 Student Conduct (pg. 26-28)
14. Board Policy Proposal for Revision: BP 530 Disciplinary Action (pg.29-31)
15. Board Policy Proposal for Revision: BP 531 Due Process- Student Disciplinary Action (pg.32-38)

#### V. Announcement

15. Deadline for Application to the State Academic Senate for the Hayward Excellence in Education Faculty Award: December 1, 2010 at 5:00 P.M.

#### VI. Open Forum

VI. Adjournment: 4:30 p.m.

The next Academic Senate meeting will be **December 9, 2010**  
*As always, everyone is invited and welcomed.*

## Minutes of Academic Senate Meeting October 28, 2010

Attendance: Edel Alonso, David Andrus, Lea Templer, Mike Wilding, Lisa Helfrich, Wendy Brill, Michael Sherry, Isao Uesugi, Siavosh Moghani, Deanna Riveira, Michelle LaBrie, Joan Jacobson, Jose Martin, Jennifer Brezina, Pamela Borrelli, Ann Lowe, Mark Daybell, Rebecca Eikey, Chris Blakey, Diane Fiero, Ruth Rassool, Sara Burns, Linda Crosby (proxy for Cindy Stephens), Lee Hilliard (proxy for Regina Blasberg), Philip Marcellin, and Nicole Nia

### I. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:00 p.m. and welcomed everyone to the Senate meeting. Before addressing Senate business, Edel informed the Senate that Michael Dermody, past Senate President, is in the hospital with a staph infection and had surgery today. A card was passed around for the Senators to sign and it will be mailed to him.

2. The summary of the September 23, 2010 meeting was approved. Edel asked the Senators that if they found any grammatical or spelling errors to please let her and Lita know after the meeting to save time. Chris Blakey had some changes to the minutes and will get those to Lita for correction in the minutes.

### 3. Report of Officers

- Report of Senate President, Edel Alonso:

Edel thanked the Senators and Committees for all their hard work. She also apologized for the amount of work imposed on the Senators and for sending new attachments to the agenda at the last minute.

Edel reported that she attended the Board meeting on Wednesday, Oct. 27, which was a joint meeting with the ASG. She said it was a joy to see them demonstrating leadership and expressed her compliments to ASG for their involvement. Edel reported that she had attended the Policy Council meeting today and that the Field Trip Policy approved at the last Senate meeting was also approved by the Policy Council and will be moving forward to the Board of Trustees for final approval. She added that the Equal Employment Opportunity Plan, which the Senate had endorsed in May of 2010, was also discussed at Policy Council and approved by that body. Edel reported having added deadlines regarding Program Review and submission of courses for the scheduling of classes to the Calendar on the Senate website. The Instruction Office gave these dates to Department Chairs at their retreat. She announced that she would be attending the Area C meeting on Saturday, October 30, 2010 at Pierce College in preparation for the State Senate Plenary Session in November.

Edel reported that a faculty member requesting Senate funds to attend a conference had contacted her. Edel had explained to the faculty that Senate funds are intended for Senate expenses especially to send faculty to Academic Senate sponsored institutes and conferences to train the leadership. Edel wanted to be sure that Senate was aware of her response and that the Senate concurred. The Senate voiced their agreement. Jennifer Brezina informed the Senate that there might be monies available through Barry Gribbons area for attending other

conferences. Ann Lowe stated that there might be combined fees for attending both the SLO and Curriculum conferences.

Edel reviewed the budget report including expenditures and balance as prepared by her and submitted to the Senate for their information. She mentioned the need for a larger conference table in the Faculty Center and suggested that the Senate might want to consider using monies from the Senate budget to purchase the conference table in the near future.

Finally, Edel informed the Senate that Dr. Van Hook asked for a 15 minute presentation on the Curriculum process for the November 10, 2010 Board meeting. Edel has asked Ann Lowe and another member of the Curriculum Committee to do the presentation. This is also the evening of the Scholarly Presentation.

- Report of Senate Vice President, David Andrus

David reported that the Policy Committee continues to study the Conflict of Interest. Policy. It was submitted to the Senate for review when it was suggested by the District's attorney that the policy needed to be expanded to include not just the Board of Trustees and designated employees but all employees including faculty. There is a Los Angeles County deadline to update this policy every other year on even years. We have found that the authoring of textbooks by faculty is not considered a conflict of interest. The Policy Committee met with Mike Wilding for an hour this week and they are working collaboratively to reach policy language that is satisfactory to both. Mike Wilding added that the County has extended our deadline. Dr. Wilding reported taking the Conflict of Interest Policy to Policy Council so as to move it along to the Board for first reading on November 10, 2010. The Senate Policy Committee can continue to work on it and make revisions prior to the second reading by the Board of Trustees.

#### 4. Report of Standing and/or Special Committees/Task Forces

- Ann Lowe presented the minutes of the Oct. 7 and Oct. 21 Curriculum Committee meetings and both sets of minutes were approved by the Senate. She also reminded everyone of the deadline to have all 5-year Course Revisions at Stage 7 on Web CMS or the course will not be offered for Winter or Spring 2011 and may not be offered again until approved by the Curriculum Committee and the Academic Senate
- In the absence of Sherrill Pennington, Disciplines Committee Chair, Edel presented a new discipline for Robert Brode and the Senate approved the additional discipline assignment of Paralegal Studies.

## **II. Unfinished Business**

Edel reminded everyone that the following items remain unresolved:

5. Academic Senate Constitution is with the Constitution Review Committee
6. Discontinuance of Program needs to be addressed by a new Ad Hoc Committee of the Curriculum Committee and Senate
7. Proctoring Exams for Students in Online Classes is waiting the collection of data to inform the discussion

### **III. Discussion Items**

#### **8. Board Policy & Administrative Procedures 3850 Conflict of Interest**

See notes under Report of Senate Vice-President, David Andrus

#### **9. Board Policy 536 Academic Standards**

Edel explained that Counseling faculty and the Matriculation Director have an interest in initiating a review of this policy. Current policy language is out of date with current practice. She asked that the Senate please disregard the 1999 policy originally sent attached to this Senate meeting agenda. Instead, she asked that the 2003 policy sent to the Senate today via e-mail be considered for revision. This policy was sent to an Ad Hoc Committee of the Policy Committee. They will meet on November 16 to draft a revision that they will bring it back to the Senate as an action item.

#### **10. Board Policy 510 Counseling Services**

Edel explained that Counseling Faculty have an interest in initiating a review of this policy. Current policy language is out of date with current professional standards and practices. The deletion of text is indicated by strikethrough and new language is in bold and underlined. This item was sent to the Policy Committee for review. It will be brought back as an action item at the next Senate meeting.

#### **11. Board Policy 529 Student Conduct**

Michael Wilding spoke about the changes needed and indicated in bold text.

#### **12. Board policy 530 Disciplinary Action**

Michael Wilding spoke about the changes needed and indicated in bold text. He explained that the new language includes fees for violations as recommended by ASG.

#### **13. Board Policy 531 Due Process – Student Disciplinary Action**

Michael Wilding spoke about the changes needed and indicated in bold text.

### **IV. Action Items**

#### **14. Board Policy 3050 Statement of Ethics**

David Andrus and Diane Fiero explained that a Task Force comprised of faculty and classified employees as well as administrators reviewed sample policies on ethics and developed this new policy for our District. David was appointed by the Senate President to represent the Senate on this Task Force. The Senate approved this new policy. It will be sent to Policy Council prior to submission to the Board of Trustees for final approval.

#### **15. College Mission Statement**

Edel informed the Senate that Jose Martin and Wendy Brill were appointed by the Senate President to serve on a Task Force of CPT to revise the college's Mission Statement. Due to other obligations, neither was able to attend the meetings so Edel attended in their place. The Task Force sent a message to COC-all asking for input for the Mission Statement and employees including faculty responded. The Task Force met a second time to review the input and draft the

version submitted today to the Senate. The Senate voted to endorse the new Mission Statement as presented. The results of the vote were 16 in favor, 1 opposed, 3 abstained. The Mission Statement will be presented to Student Government and other employee groups prior to being submitted to the Board of Trustees for their final approval. The Mission Statement may change during this process. It is not a matter that lies in the purview of the Academic Senate.

16. Date of 2010-2011 Academic Senate Meeting at CCC

The Senate approved the Senate meeting scheduled for April 14, 2011 to be held at the Canyon Country Campus. There was some discussion to change the meeting time to 3:30 PM instead of 3:00 PM to allow for travel time from the Valencia Campus to CCC but no decision was made as to time.

**V. Announcements** (see agenda)

**VI. Open Forum**

Michael Wilding informed the Senate that ASG has proposed a College Hour. A Task Force will be convened to consider the matter.

**Adjournment:** 4:21 p.m.

**Academic Senate Budget Status Report for November 18, 2010 Academic Senate Meeting  
Prepared by Dr. Edel Alonso, President**

<b>Account Description</b>	<b>Allocated Budget</b>	<b>Expenses 7/1/2010 through 10/28/2010</b>	<b>Unexpended Balance</b>
Non-instructional Supplies	330.00	Senate Office Outside Bulletin Board 291.63	38.37
Mileage	2,610.00	0.00	2,610.00
Conferences	4,700.00	Edel & David to Fall Plenary Session 325.00	4,375.00
<b>TOTAL</b>	<b>\$7,640.00</b>	<b>\$616.63</b>	<b>\$7023.37</b>

Possible future expenses:

**Vocational Education Leadership Institute – FULL/Registration Closed**

January 27-29, 2011  
Newport Beach

**Teaching Institute**

February 25-26, 2011  
San Jose Doubletree

**Accreditation Institute**

March 18-19, 2011  
Napa Valley

**Spring Plenary Session**

April 14-16, 2011  
San Francisco

**Leadership Institute**

June 16-18, 2011  
Monterey

**Student Learning Outcomes Institute**

July 13, 2011  
San Diego

## CURRICULUM COMMITTEE SUMMARY

November 4<sup>th</sup>, 2010

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 October 28<sup>th</sup>, 2010:**

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Sciences; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marengo, Anne – Member at Large; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Parker, Catherine – Adjunct Faculty

### TECHNICAL CHANGE MEMOS on Consent:

Subject	#	Title	Description of action	Author
ADMJUS		Various Courses – see attached memo	Changing of ADMJUS training courses to training category of PUBSAF - <b>Approved</b>	D. Rio R. Theule
ADMJUS	098R	Advanced Officer Training	Change from 2.25 units to 2.5 units to match revised unit/hour matrix - <b>Approved</b>	R. Theule
ADMJUS	198HK	Custody Incident Command School	Change from 2.25 units to 2.5 units to match revised unit/hour matrix - <b>Approved</b>	R. Theule
FIRETC	L11	Lifeguard Cadet	Change from 4 units to 4.25 units to match revised unit/hour matrix - <b>Approved</b>	R. Theule
FIRETC	L6B	Annual Ocean Lifeguard Recertification/Inservice - Recurrent	Change from 1.75 units to 1.5 units to match revised unit/hour matrix - <b>Approved</b>	R. Theule

### DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
ADMJUS	098AA	Mobile Display Terminal	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098AC	Radar Instructors Course	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098AF	EVOC PIT Update	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098AG	Helicopter Water Rescue	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098AI	Sex Orientation in Law Enforce	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098AJ	SEMS, Standardized Emergency Management	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098AN	Personal Protective Equipment	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098AO	EVOC PIT	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BA	Civilian Dispatcher Training Update	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BB	Crisis Negotiation	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BD	Legal Update SK 247	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BG	Interview and Interrogation	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BI	Discipline and Civil Service Update	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BJ	Fundamentals for Civilian Supervr	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BN	Special Weapons & Tactics Patrol	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BP	Mobile Field Forces I Tactics	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BQ	Mobile Field Forces II Tactics	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BT	Beanbag Deployment-Shotgun	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098BU	Suspect Perimeter and Containment	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098CB	Dispatcher - Customer Service	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098CG	832 PC – Firearms	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098CI	Urban Rifle Night UD	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098CL	Arrest and Control Instructor Course	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098CN	37MM Less Lethal Munitions	Course no longer offered - <b>Approved</b>	D. Rio
ADMJUS	098CQ	Supervisory Course	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098CS	Shotgun Slug Cadre	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098CZ	Dispatched Wellness	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098DB	Leadership for Employee Relations	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098DC	Decentralized Automated Booking	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098DE	Critical Incident Team AT	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098DF	Detective Operations – Patrol	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098DI	Crisis Response AT	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098DJ	Advanced SWAT	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098DO	Custody Training Officer	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098FE	Civilian Gunfire Response Part 1	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098FF	Civilian Gunfire Response Part II	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098FI	T.A.S.E.R. Use	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098FO	Interviewing Sexual Offenders	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098HF	Personal Weapons Training	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098HI	Edged Weapon Defense Training	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098HJ	Ground Defense Training	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098HK	Defensive Tactics for Women	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098HN	Post Blast & Explosive Recognition	Course no longer offered – <b>Approved</b>	D. Rio
ADMJUS	098HS	Advanced Tactical Communication	Course no longer offered – <b>Approved</b>	D. Rio



**DELETED Programs on consent:**

Program	Degree/Certificate	Description of action	Author
Communication Theory	Certificate of Specialization	Communication Studies received approval for an Associate of Arts degree. A certificate is no longer warranted – <b>Approved</b>	V. Leonard
Rhetoric/Public Address	Certificate of Specialization	Communication Studies received approval for an Associate of Arts degree. A certificate is no longer warranted – <b>Approved</b>	V. Leonard

**MODIFIED COURSES on consent:**

Subject	#	Title	Description of action	Author
BUS	154	Finance	<b>Adding to Risk Management &amp; Insurance Certificate.</b> Updated descriptions, <b>Revised SLO</b> , expanded objectives and content. – <b>Approved</b>	R. Waldon
BUS	172	Introduction to Risk Management and Insurance	<b>Changed title, units &amp; lecture hours.</b> Revised descriptions, <b>Revised SLO's (2)</b> , revised objectives and content, updated text. – <b>Approved</b>	R. Waldon
MUSIC	176	Chamber Singers	Revised descriptions, <b>Revised SLO</b> , revised objectives, added text. – <b>Approved</b>	KC. Manji
MUSIC	177	Women's Choir (Les Chanteuses)	Revised descriptions, <b>Revised SLO</b> , revised objectives, added text. – <b>Approved</b>	KC. Manji
MUSIC	186	Music Ensemble	<b>Revised SLO.</b> Revised objectives, revised content, added texts. – <b>Approved</b>	B. Feldman
NC.CITZ	01	Citizenship for Naturalization	Changed contact hours, now lecture only. <b>Changed repeatability to unlimited.</b> Revised descriptions, <b>revised SLO</b> , added objectives, revised methods of evaluation, revised texts. – <b>Approved</b>	K. Kistler
PHILOS	102	Introduction to Eastern Religion and Philosophy	<b>Revised SLO</b> , added objectives, revised texts. – <b>Approved</b>	C. Blakey
SIGN	102	American Sign Language II	<b>Revised SLO's (2)</b> , added objectives, revised text. – <b>Approved</b>	D. Gear

**MODIFIED PROGRAMS for consent:**

Program	Degree/Certificate	Description of action	Author
Computer Science	A.S. Degree	Revised program outline, <b>Added program SLO.</b> – <b>Approved</b>	D. Forbes
Wine Studies	Certificate of Specialization	<b>Added program SLO.</b> – <b>Approved</b>	A. Green

**NEW COURSES:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author</b>
BUS	175	Principles of Life, Health, and Disability Insurance	3 units, 54 hours lecture. Class size 35, not repeatable. <b>Added SLO's (3), New recommended preparation of BUS-172. – Approved</b>	R. Waldon
GERO	100	Health Promotion: Introduction to Healthy Aging	3 units, 54 hours lecture. Class size 35, not repeatable. <b>Added SLO's (2). New recommended preparation: Take GERO-100, 101, 102 103 in the same semester. - Tabled</b>	P. Robinson
GERO	101	Health Promotion: Behavior Change Theories and Practices	3 units, 54 hours lecture. Class size 35, not repeatable. <b>Added SLO. New recommended preparation: Take GERO-100, 101, 102 103 in the same semester. - Tabled</b>	P. Robinson
GERO	102	Health Promotion: Program Implementation	3 units, 54 hours lecture. Class size 35, not repeatable. <b>Added SLO. New recommended preparation: Take GERO-100, 101, 102 103 in the same semester. - Tabled</b>	P. Robinson
GERO	103	Health Promotion: Fieldwork Practicum	1 units, 18 hours lecture. Class size 35, not repeatable. <b>Added SLO's (3). New recommended preparation: Take GERO-100, 101, 102 103 in the same semester. New Prerequisite: Course open to students who have enrolled in the SHARP certificate program. - Tabled</b>	P. Robinson

# HUMAN RESOURCES OFFICE

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**DATE:** October 28, 2010

**TO:** Dr. Edel Alonso/Academic Senate President

**CC:** Omar Torres, Division Dean, Mathematics, Sciences & Engineering  
Vincent Devlahovich, Chair, Geology & Geography  
Christina Chung, Senior Human Resources Generalist

**FROM:** Julianna D. Mosier, Senior Human Resources Generalist (Ext. 3559)

**SUBJECT:** Minimum Qualifications and Equivalency Determination – Environmental Science/Environmental Studies (ESES)

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The Human Resources office was asked by the Mathematics, Sciences & Engineering Division to submit the following minimum qualification and equivalency information for a new discipline titled, Environmental Science/Environmental Studies (ESES), to the Academic Senate for review.

Per the Chancellor's Office, since the discipline is not currently covered in the Minimum Qualifications disciplines list, the District will need to establish an equivalency. The Division would like to request that the following minimum qualifications be approved for ESES:

Master's in ecology, environmental science, or environmental studies OR Bachelor's in any of the above AND Master's in any biological science, geomorphology, geology, geophysics, earth science, meteorology, oceanography, or paleontology OR the equivalent.

The Division would like to request that the following equivalencies be accepted for ESES:

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.)

AND

Equivalency #3 - Bachelor's degree in the discipline of the assignment, plus at least 12 units of graduate work completed in the discipline of the assignment as part of enrollment in a master's program.

If you have any questions, please feel free to contact me at ext. 3559.

**COLLEGE OF THE CANYONS  
ACADEMIC SENATE CONSTITUTION (DRAFT)**

**PREAMBLE**

**We, the faculty of College of the Canyons, do hereby establish this Constitution to represent the faculty in academic and professional matters and to enable the collegial process of shared governance.**

**ARTICLE I – NAME**

The official name of the organization shall be the College of the Canyons Academic Senate.

**ARTICLE II – PURPOSE**

Section 1 – **In accordance with Title V, the purpose of** the Academic Senate, as the representative **body** of the Faculty, shall ~~to the Administration of the College and to governing Board of Trustees with respect to academic and professional matters.~~ **be to make recommendations, promote and participate in the formation and implementation of policies on academic and professional matters and to support faculty, students, administration, and the Board of Trustees in that endeavor.**

**ARTICLE III - ELECTIONS**

Section 1 – The voting members of the Academic Senate hereinafter identified as Senators who, **unless otherwise specified**, shall be tenured and tenure track faculty members are:

- A.** President
- B.** Vice President
- C.** **Three** Adjunct Faculty Representatives
- D.** The Immediate Past-**Academic Senate** President
- E.** One Division Representative from each Division
- F.** 1 at large representative per every 40 tenured/tenure track faculty member ~~and–~~
- G.** **Faculty Chair of the Curriculum Committee (Ex Oficio).**

Section 2 – The Non-voting members of the Academic Senate shall be:

- A. The Assistant Superintendent ~~Vice President of Instruction and Student Services,~~
- B. Vice President of Instruction
- C. Vice President of Student Services
- D. The COC Faculty Association President or **designee**
- E. The COC Adjunct Association President or Designee**
- F. The Student Senator of Academic Affairs **Associated Student Government.**

Section 3 – The term of office for all Senators shall commence July 1 and end June 30.

Section 4 – The Senators shall be elected in the following manner:

- A. The President and the Vice President shall each serve a 2-year term of office upon election by a plurality of the tenured/tenure track faculty at College of the Canyons. The elections shall be administered by the Academic Senate and conducted during the 2nd week of the Spring Semester. No restrictions shall exist in the number of terms served.
- B. The Division Representatives shall be elected **by a plurality of their respective divisions. They will be elected for two-year term.** No restrictions shall exist in the number of terms served. The elections shall be conducted in the respective divisions **during the 4<sup>th</sup> week of the early in the Spring Semester.**
- C. ***The At-Large Senators will be elected by a plurality of the tenured and contract tenure track faculty. They will be elected for a one-year term. No restrictions shall exist in the number of terms served. The elections will be conducted no later than the 8<sup>th</sup> week of the Spring semester.***
- D. The Adjunct Senators will be elected as early as possible in the beginning of **each** Fall Semester. **Adjunct Senators will be elected by a plurality of adjunct faculty maintaining employment as adjunct faculty during the Fall Semester.** The Adjunct Senator will serve a term commencing with their election, and serving until their successor is elected. The Adjunct Senator must maintain his/her employment as an adjunct faculty member during his/her term of office. If the adjunct senator is not re-hired as an adjunct faculty member, the position will be declared vacant.

**[Former Sub-section E amended and moved to Article VII(A).]**

- E. ***In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.***

- F. ***The results of all elections must be confirmed by the full Senate.***

**(Former Section 7 was improperly numbered and should have read, “Section 5”. It has been amended and moved to Article VI, Section 3.)**

Section 8 **Section 5** – Senate vacancies in office shall exist as so declared by a two-third majority of the Academic Senate upon acknowledgement of resignation, sabbatical leave of absence, recall or other incapacity.

- A. Vacancies in the office of President or Vice President ~~or At-Large Senator~~ shall be filled in the manner prescribed by a majority vote of the Senators.

- B. Vacancies in the office of Division Senator shall be filled by a majority vote in a manner prescribed by the Division of tenured and tenure track faculty from which that Senator was elected in a manner prescribed by the Senate.
- C. Vacancies in the office of At Large Senator shall be filled by a majority vote of tenured and tenure track faculty in a manner prescribed by the Senate.
- D. Vacancies in the office of Adjunct Senator shall be filled by a majority vote of adjunct faculty in a manner prescribed by the Senate.
- E. Recall of the President, Vice President or **At-Large Senator** may be initiated by a petition of 40% of all full time Faculty members. Upon establishment of the authenticity of the petition, the Academic Senate must conduct a recall election among the tenured/tenure track faculty. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the President, Vice President **or At-Large Senator** from office.
- F. Recall of a Division Representative **Senator** may be initiated by 40% of members of the Division. Upon establishment of the authenticity of the petition, the Academic Senate will authorize the Division to conduct a recall election. A 2/3 vote of those tenured/tenure track faculty voting from that division is required to recall the Division Representative **Senator** from office.
- G. Recall of an At Large Senator may be initiated by 40% of tenured and tenure track faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the At Large Senator from office.
- H. Recall of an Adjunct Senator may be initiated by 40% of adjunct faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those adjunct faculty voting is required to recall the Adjunct Senator from office.

#### **ARTICLE IV – CURRICULUM COMMITTEE**

**Section 1 – Curriculum is the heart of the educational mission of the college; as such, the Curriculum Committee shall be considered the Academic Senate’s primary sub-committee.**

- A. As development and oversight of curriculum is a crucial portion of the Senate’s responsibility, the chair of the Curriculum Committee will be an ex-officio voting member of the Senate.

**Section 2 – The Faculty Curriculum Committee chair will be appointed by the President and subject to confirmation by a majority of the Senate.**

Section 3 – The Faculty Curriculum Committee Chair shall serve for two years, or until his/her successor is appointed.

**Section 4 - The voting members of the Curriculum Committee shall include:**

- A. Faculty Chair of the Curriculum Committee**
- B. 1 representative from each division**
- C. 3 At-Large Faculty Representatives**
- D. Adjunct Representative**
- E. Chief Instructional Officer Vice President of Instruction, or designee from the Office of Instruction**

**~~Section 4~~ Section 5 – If they are not already voting members, the following shall be appointed as Non-Voting members:**

- A. Curriculum Coordinator**
- B. Representative from the Associated Student Government**
- C. Representative of the Counselors (if no elected member is a Counselor)**
- D. ~~Matriculation Officer~~ Director of Admissions and Records**
- E. Articulation Officer**
- F. Distance Learning Coordinator.**

**~~Section 5~~ Section 6 – The operating procedures and, or bylaws, of the Curriculum Committee, as well as the other sub-committees of the Academic Senate, as well as a listing of ex-officio, non-voting members of the Curriculum Committee, shall be approved by a majority of the Academic Senate.**

#### ARTICLE ~~IV~~ V – COMMITTEES

Section 1 – The President shall be empowered to form any Standing or ad hoc committees of the Senate.

Section 2 – The President shall be empowered to appoint faculty members to all Senate, and/or District committees, except when those faculty members are to be appointed by the COCFA President.

Section 3 – The President will inform and update the Senate, ~~at its next meeting,~~ each semester, of any Senate committees that are formed, as well as the appointment of any faculty members to Senate, District and/or College Committees. Those committees and appointments are valid unless a majority of the Senators present rejects the formation of the committees or the appointment that have been made.

#### ARTICLE ~~V~~ VI – MEETINGS

Section 1 – The Academic Senate shall adopt and distribute a schedule of meetings for each Academic term. The President or a majority of the Senators may call special meetings. All meetings shall be open to any interested persons.

Section 2 – The President and the Vice President shall submit an annual budget request on behalf of the Academic Senate.

Section 3 – Any Senator unable to attend a meeting shall **may** select an alternate and notify the **upon notification to the** President in writing in advance of the meeting.

- A. In the absence of the President, the Vice President shall preside.
- B. In the absence of both the President and the Vice President, the President shall designate an alternate from the voting members of the Senate to act as Presiding Officer for that meeting.
- C. ~~In the absence of A Division Senator~~ **who anticipates their nonattendance at a Senate meeting,** that person shall **may** select an alternate from his/her respective Division.
- D. **Alternate Senators serving in place of voting members of the Senate will maintain voting privileges.**
- E. **In the absence of a voting member of the Senate where no Alternate Senator is designated, those absent voting members may provide their proxy vote to the President or presiding officer in advance of the meeting.**

#### ARTICLE ~~VI~~ **VII** – QUORUM

The minimum number of Senators, which must be present at a meeting in order to transact business legally, shall be 50% of the **elected** Senators or their representative.

- A. **The presence of** the immediate Past-President ~~may serve as a voting member of the Academic Senate,~~ but his/her presence is not required for a quorum.

#### ARTICLE ~~VII~~ **VIII** – AMENDMENTS

**This Constitution** may be amended **by a majority two-thirds vote of the Senate and ratified** by a **majority** vote of the tenured/tenure track faculty.

#### ARTICLE ~~VIII~~ **IX** – ENACTMENT CLAUSE

Section 1 – This Constitution shall be effective upon approval by a majority vote of the College of the Canyons full time Faculty.

Section 2 – Unless otherwise specified, all actions previously taken by the Academic Affairs Committee of the College of the Canyons Faculty Association shall constitute the policies and practices of the Academic Senate.

Fall, 1988

Revised, Fall 2000

Proposal submitted, Fall 2004

Amended Proposal submitted, Fall 2010



Academic Senate of College of the Canyons  
**MEMORANDUM**

**TO:** Dr. Edel Alonso, President, Academic Senate  
**FROM:** David C. Andrus, Vice President, Academic Senate;  
**DATE:** November 15, 2010

**RE: PROPOSED ACADEMIC SENATE CONSTITUTION**

**CONSTITUTION COMMITTEE MEMBERS:**

**Regina Blasberg, Career Technical Education;**  
**Dr. Rebecca Eikey, Math and Science;**  
**Michelle LaBrie, Senator At-Large;**  
**Ruth Rassool, Adjunct Senator;**  
**David C. Andrus, Senate Vice-President, Committee Chair**

The Constitution Committee has concluded an initial review of the Academic Senate's existing Constitution. This memorandum serves to establish a record of the Committee's findings. It should also be used to frame the issues necessary for discussion and contemplation by the Senate and entire Faculty.

**I. CONSTITUTIONAL TEXT**

The proposed Constitution has the following coded text:

-Existing 12 point font text that is not found in bold, italics or underlined represents the current, ratified constitutional text, likely approved in the year 2000.

-Existing 12 point font text that is found in bold italics represents proposed amended language, likely from the year 2004, that was never ratified by the Senate or faculty as a whole. In addition to the formal, ratified text mentioned above, the provisions found in bold/italicized font, by all accounts, have been honored in practice by faculty and administration since they were initially proposed.

-Existing 12 point font text that is found in bold italics and is also underlined, represents proposed amended language presently initiated by the Senate's Constitution Committee.

-Any text with a ~~strikeout~~ represents recommended deleted text as presently proposed by the Senate's Constitution Committee.

The Committee recommends that the Academic Senate, upon ratification of any proposed changes, maintains a copy of the draft/coded version of the Constitution so as to have a historical record of each provision and how the sections and Articles evolved over time.

## **II. ACADEMIC SENATE BY-LAWS**

The Constitution Committee recommends the creation of Senate By-Laws to provide further, detailed rules of operation and guidance for specific Senate functions. Such items might include: proxy voting procedures and provisions; administration of election procedures as well as procedures and provisions covering resolutions. The Committee identified areas to be developed for the by-laws during their review of the Constitution. Some of those areas are mentioned in the following summary.

## **III. PROPOSED CONSTITUTIONAL CHANGES/AMENDMENTS**

### **PREAMBLE**

The Committee proposes amending the Constitution with a preamble. Doing so will replicate the State Academic Senate Constitutional format, as well as other college Senate formats. More importantly, it provides a symbolic and unifying statement of intent and reflects the force of faculty endorsement and collegiality.

### **ARTICLE I - NAME**

No changes proposed.

### **ARTICLE II - PURPOSE**

The proposed changes to this section have a similar rationale as that of the preamble. Providing a few more descriptive statements of purpose is intended to embolden the Senate, and faculty as a whole, by more accurately describing the host of functions the Senate assumes.

### **ARTICLE III – ELECTIONS**

#### ***Sections 1 and 2***

These sections have slight changes proposed in order to provide more clarity and order. Some of the titles of voting and non-voting members have been altered to reflect current position titles held on campus.

#### ***Section 3***

No changes proposed.

#### ***Section 4***

This section has been expanded to provide more clarity for the election parameters of the various types of Senate seats. The Committee is recommending a set timeline of senatorial elections. Doing so will allow the Senate election committee to administer elections by a more manageable sequential approach. The prescribed election dates are also intended to provide for the election of a President, Vice-President and Division Senators before the subsequent fall semester schedule is finalized. Given that Senate meetings are generally held at the same time every month, faculty that are interested in serving on the Senate need to know in advance of the fall

schedule if they are going to be, in fact, serving on the Senate. The election of At-Large Senators will also, in most instances, conclude prior to the fall schedule being finalized.

***Former Section 4(E)***

Former Section 4(E) was moved to Article VII(A) where it is more appropriately located by subject matter.

***Former Section 7***

Former Section 7 was improperly numbered and should have read, “Section 5”. It has been amended and moved to Article VI, Section 3 where it is more appropriately located by subject matter.

***Section 5***

Similar to Section 4, Section 5 (formerly listed as Section 8) contains suggested changes meant to clarify the process of filling vacancies for the particular types of Senate seats.

**ARTICLE IV – CURRICULUM COMMITTEE**

***Section 1(A)***

The committee recommends striking Section 1(A) from the Constitution. This sub-section is redundant and unnecessary. The voting rights of the Faculty Chair of the Curriculum Committee are well established in Article III.

***Section 4***

This section addresses the formation of the Curriculum Committee’s voting members. The current status of Curriculum Committee voting membership and organization is not in compliance with the Senate Constitution. It is the only area of review in which the Committee failed, in part, to reach a consensus.

***Administrative Voting Rights***

At present, Article IV, Section 4 allows only one administrative voting right, that is, the Vice-President of Instruction. However, the Curriculum Committee has been operating, customarily, by allowing a designated member of the Office of Instruction to serve as a voting member of their committee. It is the recommendation of the Constitution Committee that Section 4 language should be amended to allow the Vice-President of Instruction to designate a representative from the Office of Instruction to serve on the Curriculum Committee in their place. This would bring the current and ongoing practice of the Curriculum Committee in line with the Senate Constitution.

In the absence of any greater involvement or direction from the Academic Senate, the Curriculum Committee, as a sub-committee of the Senate, has naturally developed its own set of customs and procedures. Doing so has been necessary to complete the heavy work load it is charged with overseeing. This fact does not prevent the Senate from altering the current customary behavior of the Curriculum Committee. However, this committee is reluctant to recommend doing so. This Committee defers, in part, to the current membership of the Curriculum Committee in this matter. Having met individually with some of the

members of that committee, there does not seem to be any substantial opposition to having an administrative vote on the Curriculum Committee.

Furthermore, the Constitution Committee believes the sheer number of faculty voting members on the Curriculum Committee nullifies any potential concerns of undue administrative influence over curriculum matters. Beyond that, Title V, Section 55002(a)(1) reads as follows:

*(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.*

While this provision contains some degree of ambiguity regarding administrative participation in Curriculum Committee functions, at the minimum it establishes the notion of some sort of collaborative approach. The Constitution Committee recognizes the implementation of curriculum as requiring strong coordination with administrative units on campus.

Overall, the Constitution Committee leans toward promoting a sense of collegiality as well as respect for the current structure that has evolved. The Committee welcomes the input of existing and former members of the Curriculum Committee on this issue.

#### ***Administrative Curriculum Committee Co-Chair***

At present, the Curriculum Committee operates with an Administrative Co-Chair to the Faculty Chair. This organizational structure is out of compliance with the Senate Constitution. Currently, the Constitution only allows for the existence of one Curriculum Committee Chair. The Curriculum Committee has a set of operating procedures whereby a co-chair structure has been well established. However, the operating procedures must not conflict with the Constitution, and have yet to be approved by the Senate. Since the Curriculum Committee is a sub-committee of the Senate, as noted in Article IV, Section 1, the current structure allowed by the Constitution should be read to only allow a Faculty Chair of the committee.

The Constitution Committee was prepared to defer, greatly, this particular issue to the Curriculum Committee as they develop and formalize their operating procedures. However, it is apparent these structural issues should be addressed now during the process of Constitutional review. The Constitution Committee failed to reach consensus on a recommendation for this matter. The Committee was split 4-1 in favor of amending the Constitution to allow for an Administrative Co-Chair. Arguments and rationale of the contending positions are as follows:

#### ***Pro Argument Administrative Co-Chair:***

The four members of the Committee leaning toward formalizing an Administrative Co-Chair in the Constitution are concerned with disrupting the work, balance and current

organizational approach of the Curriculum Committee and the curriculum process. A brief survey of Curriculum Committee structures at other Colleges revealed the existence of Administrative Co-Chairs. This alone is not a strong enough reason to advocate for an Administrative Co-Chair. However, this fact, along with others leads to a leaning in favor of such a position. Again, individual Curriculum Committee members were solicited for their input regarding this matter. Generally, there was no strong opposition to formalizing an Administrative Co-Chair position. The anecdotal information relied upon suggests a strong sense of support and appreciation for the current Administrative Co-Chair and the related knowledge and expertise brought to the curriculum process.

Additionally, the Faculty Chair of the Curriculum Committee has expressed strong interest in formalizing the operating procedures of that Committee; hopefully to be addressed in the spring semester by the Senate. The Constitution Committee recommends that the Curriculum Committee properly delineate the duties and functions of the Co-Chairs within their operating procedures. Doing so would formalize the parameters of an Administrative Co-Chair hopefully in a way that would mitigate any concerns of those opposed to the creation of such a post. Additionally, the Constitution Committee supports formalizing the customary practice of allowing Curriculum Committee Chairs to only exercise their voting rights on the Curriculum Committee in the event of a tie vote.

Importantly, it is the concern of the four members of this Committee favoring an Administrative Co-Chair that formally excluding this position, after many years of existence, would be unnecessarily divisive and poison the collegial environment. It is acknowledged that an Administrative Co-Chair can drive the work and direction of the Curriculum Committee by nature of their administrative position and the campus culture. But, any concerns or perceived overstep, as in other areas on campus, need to be met with strong faculty input or opposition. The existence of a Faculty Co-Chair and predominate faculty voting members should be relied upon for those occasions.

Finally, in reviewing the issues affecting the curriculum process on campus, it became obvious that the solicitation and implementation of grants and grant funded curriculum is the source of great concern of many individuals on campus, more so than Curriculum Committee composition. It is not grants themselves, but the grants process that has caused strong, verifiable complaints about the existing communication loop and adverse impact on departments and the curriculum process. To that end, the Academic Senate has initiated a dialogue with the Faculty, Administration and Chancellor's Office on this issue. Initially, there is strong agreement and cooperation that changes can, and should, be made in order to mitigate any negative or counterproductive effects stemming from the grants process. I anticipate working with all those affected throughout the coming spring semester. Hopefully, such a process will result in alleviating pressure on those impacted by the grants process, including the Curriculum Committee.

***Con Argument Administrative Co-Chair***

It should be noted, that while only one member of the Constitution Committee opposes the formal creation of an Administrative Co-Chair for the Curriculum Committee, this opposing view does represent the view of other faculty members on campus. It should also be noted that some current Curriculum Committee faculty members understand and appreciate the concerns associated with this view point.

The argument against allowing an Administrative Co-Chair has in no way been personalized to the current individual holding that post. Rather, it is a principled argument premised on the belief that the curriculum process is the predominant purview of Faculty and that Faculty should not relinquish the leadership and management of curriculum to Administration. Those opposed to an Administrative Co-Chair do not advocate eliminating administration from the curriculum process. Far from that, they recognize the need to involve administration in the process, however, not in the leadership role of Co-Chair. It is believed that doing so would enable the curriculum process to be potentially influenced by goals and values that are external to those of the Curriculum Committee. Furthermore, it is argued that even in the absence of any conflicting goals and values at present, creating a pure faculty driven leadership structure for the Committee will guard against potential future conflicts of such nature.

As an alternative, faculty who are opposed to an Administrative Co-Chair suggest a new title be given to the existing Administrative Co-Chair, possibly that of *Curriculum Committee Administrative Liaison*. Along with this title would be the delineated duties and functions established by the Committee's operating procedures (as previously discussed.) Some see this as a matter of semantics. But, those against an Administrative Co-Chair see it as a symbolic and practical acknowledgement of protecting the curriculum process.

There are some faculty members that are opposed to administrative voting rights as well as an Administrative Co-Chair of the Curriculum Committee. However, the main focus of any opposition centers on the issue of an Administrative Co-Chair.

### ***Conclusion***

Given that the issues surrounding the curriculum process garnered the strongest interest among faculty, the Constitution Committee defers any action until the related issues are discussed thoroughly by the full Senate. The Committee is prepared to lead a discussion for the full Senate on these issues.

### ***Section 5***

Section 5 of Article IV addresses the non-voting members of the Curriculum Committee. The Matriculation officer has been stricken from this list. The Faculty Chair of the Curriculum Committee plans on including this title/position in a section of the Curriculum Committee's operating procedures entitled *non-voting resource members*. The idea of this section is to identify people who the Committee relies upon, but not necessarily on a regular basis. The Committee will call upon them for their input as required. Consequently, their permanent membership on the Committee is not required. Also, it has been made clear that the Director of

Admissions and Records has recently played an important role at Curriculum Committee meetings and has been of great assistance on more than one occasion. As such, it is believed this position should be formally on the committee as a non-voting member.

Also under Section 5, the “Distance Learning Coordinator” has also been stricken from the list because this title is no longer appropriate as a non-voting member of the committee. The Senate will have to determine who the appropriate person/title could be to fill this role.

### ***Section 6***

Section 6 (used to be Section 5) of Article IV – requires the Curriculum Committee operating procedures to be approved by the Senate. It has been noted that the Curriculum Committee has been held to this oversight standard whereas other Senate sub-committees operate without any oversight of their internal rules. For example, the newly formed Policy Review Committee will eventually have to set forth proposed operating procedures, as will the Senate Elections Sub-Committee. Furthermore, the Senate itself does not at present maintain any bylaws. Given the growing importance and influence of other committees, it might be appropriate to expand this section. An argument can be made that the Curriculum Committee, as the primary sub-committee of the Senate, holds special status relative to other committees and thus requires stronger Senate oversight. The alternative is to strike the entire section. However, this is not advisable given the existing concerns surrounding the Curriculum Committee and its processes.

## **ARTICLE V – COMMITTEES**

This Article was improperly labeled as a duplicate “Article IV”. It has been relisted as Article V. The changes made to this Article are nominal for clarity.

## **ARTICLE VI – MEETINGS**

This Article was improperly labeled as Article V. It has been relisted as Article VI. A slight change is recommended in order to ease the requirement of Senators to secure an alternated Senator in their absence at Senate meetings. As it is currently written, compliance is unrealistic. The Committee has also proposed language that affirms alternate voting rights and proxy voting rights.

## **ARTICLE VII – QUORUM**

This Article was improperly labeled as Article VI. It has been relisted as Article VII. Nominal changes have been made to clarify quorum requirements. The language regarding past-president voting rights was repealed because those rights are well established in Article III.

## **ARTICLE VIII – AMENDMENTS**

This Article was improperly labeled as Article VII. It has been relisted as Article VIII. The language has been amended to increase the voting requirements within the Senate as requiring two-thirds approval. The amended language is intended to protect the Constitution from divisive

and potentially unpopular changes by a simple majority. Approval of amendments still requires ratification by majority vote of all tenure track/tenured faculty.

## **ARTICLE IX – ENACTMENT CLAUSE**

This section was improperly labeled as Article VIII. It has been relisted as Article IX. No changes to this Article are proposed.

### ***Section 1***

Section 1 of this article can be interpreted in more than one manner. Enactment clauses are utilized and written for varying effect. Since this article is listed separately from that of Article VIII, Amendments, it should have no effect on the approval of proposed amendments. Enactment clauses are generally utilized to formalize the exact moment a law or policy will go into effect and become enforceable. To that end, this Article should be interpreted as complementing Article VIII, Amendments, by indicating the moment at which any approved amendment becomes effective. Senate Election Committee bylaws should be developed to affirm that Enactment will take place upon verification of the final election results by the Academic Senate. Alternative interpretations of Enactment Clauses exist, but are unnecessary for elaboration.

### ***Section 2***

For clarification, Section 2 should be read as a merger clause that legitimizes past Senate Constitutional provisions and actions that were developed under a different organizational name than the present Academic Senate.

cc: Lita Wangen  
Regina Blasberg  
Dr. Rebecca Eikey  
Michelle LaBrie  
Ruth Rassool  
Ann Lowe  
Audrey Green



Santa Clarita Community College District  
POLICY MANUAL

POLICY: STUDENT SERVICES  
5110 COUNSELING SERVICES

SECTION 5000  
DATE ADOPTED

PAGE 1 OF 1

5110 COUNSELING SERVICES

**Reference:**

Education Code Section 72620 and 72621; Title 5 Section 51018

5110 Counseling Services

The College will provide students with opportunity for educational, vocational, **career**, and personal social counseling. Upon entering the College, a student who is undecided as to major students will have the opportunity to meet with a counselor **counseling faculty** who will assist the student in planning an educational program and in making a career choice. Students are encouraged to request counseling for personal social problems which might interfere with their studies **meet with counseling faculty to develop educational and career goals, explore educational options, and develop an educational plan that outlines appropriate courses to reach their educational goals.**

The Counseling services will be primarily responsible for **include:**

~~Providing guidance in program planning— immediate and long range~~  
**Academic counseling, in which the student is assisted in assessing academic history, establishing immediate and long-range academic goals, and developing and implementing a student education plan to reach stated goals;**

~~Administering and interpreting tests and assessing other pertinent information about the student.~~  
**Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests and provided guidance to explore and plan for career opportunities;**

~~Counseling students with prior low scholastic achievement and students enrolled in basic skills classes.~~  
**Personal counseling, in which the student is assisted in developing decision-making and problem-solving strategies to manage personal, family, and social concerns, when that assistance is related to the student's education;**

~~Counseling on educational, vocational, or personal problems.~~  
**Coordination and referral to other student services and learning resources which support student academic success, including but not limited to those services provided in programs for students with special needs, health and wellness, financial assistance programs, tutoring services, and career services.**

~~Providing an occupational information service.~~

~~Providing assistance in the securing of employment.~~

~~Providing help in obtaining financial assistance.~~

~~Referrals to other services including Mental Health Services~~ **529.STUDENT CONDUCT**

## 529.1 Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

**For the purposes of this policy, students are defined as an individual for who:**

**1. is enrolled in or registered with an academic program of the College including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or,**

**2. has completed the immediately preceding term and is eligible for or is seeking re-enrollment, including the recess periods between academic terms, and/or,**

**3. has submitted an application to the College and has engaged in the admissions process.**

## 529.2 Grounds for Disciplinary Action

A. student may be disciplined for one or more of the following causes which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

B. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.

C. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to a college.

D. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.

**E. Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.**

F. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.

G. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.

H. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.

I. Disorderly, lewd, indecent, obscene or offensive conduct **or language** on College-owned or controlled property of at College-sponsored or supervised function.

- J. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.
- K. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8
- L. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- M. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, [web site, social network](#), or by posting on an official bulletin board designated for this purpose.
- N. Soliciting or assisting another to ~~do~~ **undertake** any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- O. Abusive behavior directed toward, or hazing of, a member of the College community.
- P. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- ~~**O. Attempting to do any of the causes for disciplinary action identified above.**~~
- Q. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.
- R. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.
- S. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- T. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;
- U. Gambling on College or District property.
- V. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.
- W. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to,

conferences, retreats, field trips, excursions, internships, **externships**, service-learning or volunteer placements, and athletic events.

X. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.

**Y. Attempting to ~~do any of the causes~~ perform any actions that are cause for disciplinary action identified above.**

## Board Policy 530. DISCIPLINARY ACTION

530.1 The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

### A. Types of disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

#### (1) Warning

Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.

#### (2) Restitution

The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.

#### **(3) Fine**

**A fine, as established in the associated Administrative Procedures 530, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a Hold on the students records and ability to register, in any district program, for future terms.**

#### (4) Official Reprimand

A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed ~~two~~ **four** years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.

#### (5) Disciplinary Probation

Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be not less than one college month nor longer than **a four (4) college** years. Repetition during the

probationary period of conduct resulting in

disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

(6) Removal by Instructor

An instructor may remove a student from his/her class, **field trip, lab, or other educational program** when the student has interfered with the instructional process. The duration will be for the day of the removal, **at a minimum**, and the next class meeting **at the instructor's discretion**. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.

(7) Disciplinary Suspension

Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic, **non credit, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, free workshops,** and extracurricular purposes. A student may be suspended from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation." **Removal of a student suspended from one or more courses may be notated on the student's transcript as W for withdrawal.**

(9) Interim Suspension (8) Expulsion

Expulsion consists of the permanent and unconditional removal of the student from the College **and all it's programs**. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the ~~Superintendent~~ ~~President~~ **CEO** (Education Code 76030). **Notation of the expulsion will be noted on the student's official transcript for an indefinite period of time. Appeal of this notation may be made to the CEO using the process established in Policy 531.3(F) – Due Process.**

Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim Suspension shall be:

- (a) Imposed by the ~~Superintendent~~ ~~President~~ **CEO** of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- (b) Limited to only that period of time necessary to assure that the purpose of interim suspension is accomplished;
- (c) For not more than a maximum of ten (10) College days.

Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues: (a) the reliability of the information concerning the student's conduct, (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

## 531. DUE PROCESS- STUDENT DISCIPLINARY ACTION

### 531.1 Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus.

The following procedures outlined in sections 531.2 and 531.5 represent steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

### 531.2 Definition of Terms

**Student:** The term “student” means an individual who:

1. is enrolled in or registered with an academic program of the College; **including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or.**
2. has completed the immediately preceding term and is eligible for **or is seeking re-enrollment**, including the recess periods between academic terms **and/or,**
- 3. has submitted an application to the College and has engaged in the admissions process.**

**Notice:** Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student’s permanent address of record, shall constitute notice.

**Days:** For purposes of this Policy, the term “days” means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

**Student Conduct Committee:** This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 531.4 for additional information.

### 531.3 Due Process

#### A. Referral of Cases:

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct. Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of the alleged misconduct. The



President may grant exceptions.

**B. Investigation and Notice to Student:**

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction ~~and Student Services.~~

The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;

(a) Campus Restraining Order (CRO):

In cases in which the Dean has a reasonable suspicion to believe that an alleged violation of Policy 529.2(D) and/or 529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student's status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.

2. a copy of the student conduct procedures; and

3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

**C. Placement and Notice of Hold:**

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student's records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for hearing.

**D. Initial hearing with the Dean:**

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;
2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;
3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;
4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. provide the student with copies of the documents relevant to the case, as the student's request, and;
6. counsel the student regarding the campus discipline process as appropriate.
7. Student may be accompanied by any person(s) of their choice at the initial hearing.

**E. Disposition by the Dean of Student Services:**

After meeting with the student, the Dean (or designee) may take one of several actions:

1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In the cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Instruction ~~and Student Services~~.

2. Informal Agreement of Resolution:

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by in the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- (a) Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- (b) Required participation by the student in educational programs and/or reconciliation processes, including mediation.

(c) Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.

(d) Retention of the case file and the Informal Agreement of Resolution in the Dean of Student's Office for **one two** years from the date appearing on the Agreement. During ~~that year~~ **those two years**, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be subject of College disciplinary action.

### 3. Formal Disciplinary Action:

(a) If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient evidence such that a student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.

(b) If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarity Community College District Policy 530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

### **F. Appeal of the Sanction Imposed by the Dean:**

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the President within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The President's review of such appeal shall be in accordance with the provisions set forth in Section 531.5, The President, below. The President's decision is final.

### **531.4 The Student Conduct Committee**

A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.

B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.

C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are

accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.

D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.

E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.

F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.

G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:

(1). The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.

(2). The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.

H. Responsibility for Presentation of Cases:

1. At the hearing, the accused must represent himself or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.

2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.

3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.

### **I. Continuing Informal Resolution:**

Until the Student Conduct Committee makes its report to the President, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

### **J. Reports to the ~~President~~ CEO:**

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the ~~President~~ CEO of:

1. the Committee's specific finding of fact;
2. whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and
3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation.

The ~~President~~ CEO may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the President.

K. A copy of all reports required to be submitted to the ~~President~~ CEO by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the President.

L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the ~~President~~ CEO any written argument supporting the student's position.

M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

### **531.5 The ~~President~~ CEO**

#### **A. Decision by the ~~President~~ CEO:**

The final decision regarding the case shall be made by the ~~President~~ CEO except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

#### **B. Bases for Decision:**

The ~~President~~ CEO shall base his or her decision upon:

1. the report submitted by the Student Conduct Committee
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any

previous cases of misconduct by the student on file with the Dean of Student Services Office.

### **C. Sanctions**

The ~~President~~ **CEO** may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 530, with the exception of expulsion (discussed below). The President is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

### **D. Recommendation for Expulsion:**

Should the Dean, ~~President-CEO~~, or ~~President's~~ **CEO** designee recommend a sanction of expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanctions(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be public record of the District.

### **E. Discussion With Student:**

If the ~~President~~ **CEO** deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

### **G. Decision by the ~~President-CEO~~:**

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the President's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the Chancellor, and
3. the Dean of Student Services.

The President may also notify other parties of his or her decision. The ~~President~~ **CEO** may direct the Dean of Student Services, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."