

**College of the Canyons**  
**Academic Senate Agenda**  
**December 8, 2011 at 3:00 p.m. to 4:30 p.m. BONH 330**

A. Routine Matters

1. Call to Order
2. Approval of Agenda
3. President's Report and Vice President's Report
4. Adoption of Consent Calendar Items:
  - a) Approval of Academic Senate Meeting Summaries: Nov.10, 2011 (p2-4)
  - b) Approval of Curriculum Committee Meeting Summary: Nov. 17, 2011 (p5-6)
  - c) Approval of Curriculum Committee Meeting Summary: Dec.1, 2011 (p7-8)

B. Report of Standing Committees

1. Faculty Academic Staffing Committee – Wendy Brill

C. Unfinished Business

1. Proctoring Exams for Students in Online Classes – pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
3. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
4. Proposal to Merge Departments: Engineering/Physics/Nanotechnology – in ad hoc committee

D. Discussion Items

1. Draft of Senate's Proposal for New Board Policy : Associate Degree & Certificates (p9-15)
2. Draft of Senate's Proposal for New Administrative Procedures: Associate Degree & Certificates (p16-20)
3. Prerequisites & Content Review (p21-22)
4. Adjunct Faculty Evaluation (p23)
5. Draft of Senate's Proposed Revisions to BP 525: Matriculation Assessment (p24)

E. Action Items

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **February 9, 2012**  
As always everyone is welcomed

## Summary of Academic Senate Meeting of November 10, 2011

Attendance: Edel Alonso, David Andrus, Lee Hilliard, Lea Templer, Marlene Demerjian, Jose Martin, Cindy Stephens, Jennifer Brezina, Lori Brown, Michelle LaBrie, Ruth Rassool, Deanna Riviera, Joan Jacobson, Cheri Choate, Ann Lowe, Sarah Burns, Isao Uesugi, Ana Palmer, Michael Sherry and Regina Blasberg

### A. Routine Matters

1. Call to order Edel Alonso called the meeting to order at 3:05 p.m. once a quorum was reached. She welcomed everyone. Edel asked the Senate that we move the agenda item Adjunct Faculty Evaluation up to first thing on the agenda because adjunct faculty representative on the Senate, Ruth Rassool, has to leave a bit early today, the Senate approved the change. Any corrections please give them to Lita.
2. Approval of agenda: the **agenda was approved.**
3. Report of Dr. Edel Alonso, Senate President
  - ✓ A faculty member who is a program director has been reassigned to the classroom without his consent. Edel and David have written a letter to HR in support of the faculty member and questioning this action. The position in question is a faculty position and a non-faculty employee has already been designated to take over the position after this fall semester. A motion was made and **approved** to forward the letter to HR.
  - ✓ She has been approached by several faculty members who are expressing concern about the number of interim positions on campus.
  - ✓ We still need faculty representation from each of the Divisions to serve on the College's Grants Development Committee and the Senate's Equivalency Committee.
  - ✓ She has been attending the Enrollment Management Committee meetings and that she has asked for clarification on the responsibilities of the committee and for procedures on the decision-making process regarding enrollment management. She called attention to the description of the committee's duties in the Decision-Making Guide and asked that the committee review these responsibilities in the Guide to ensure an understanding by all members of their charge.
  - ✓ She approached the co-chairs of PAC-B and asked that PAC-B meet on a monthly basis so that it can be more closely involved with budget decisions given the changing nature of the state's budget. Both chairs responded that it was not necessary. Edel plans to repeat her request.
  - ✓ She attended the Board meeting and also the Scholarly Presentation. The presentation was by Dr. Grayser, adjunct faculty member, who spoke about his involvement with the Saturn project at JPL. For the first time, the presenter is not employed currently by the college. This unusual circumstance happened because the presenters are selected a whole year in advance of the presentation.

- ✓ She attended the fall Plenary Session of the statewide Senate November 3-5. The highlight of the plenary was the panel presentation by members of the Task Force on Student Success, which included Dr. Jack Scott, Dr. Manuel Baca, and former ASCCC President Jane Patton. The Chancellor responded to concerns and questions of members of the Senate. It was a very interesting session.

Edel also reported having attended the following workshops at the plenary:

- Professional Development
- Serving Veteran students
- Minimal Qualifications and Title V
- Accreditation
- Enrollment Management
- Institutional Effectiveness
- Future of Student Services

Report of David Andrus, Senate Vice President: None

3. Report of Standing and/or Special Committees/Task Forces

- ✓ Elections Committee: Lea Templer: Lea informed the Senate that she, Jose Martin and Ruth Rassool are writing procedures for the Senate's Elections Committee. She also informed the Senate that they are working with Chad Estrella and Noris Lee in Computer Support to have the elections go electronic. He would like for the faculty to try a test run when the Senate holds elections in spring 2012. Lea will continue to update the Senate on the progress made toward electronic elections.
- ✓ Curriculum Committee: Ann Lowe: Ann asked the Senate to approve the curriculum summary of Nov. 3, 2011.

5. Adoption of Consent Calendar:

- ✓ Academic Senate Summary of the October 27, 2011 Senate meeting was **approved**.
- ✓ The Curriculum Summary of the November 3, 2011 Curriculum Committee meeting was **approved**.

**B. Unfinished Business** The Senate was reminded that the following items remain unresolved:

1. Proctoring Exams for Students in Online Classes – pending Library expansion
2. Proposal for New Procedures: Counseling Services – in Policy Committee
3. Proposal for New BP & Procedures: Associate Degree & Certificates– in Policy Committee
4. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiation
5. Proposal to Merge Departments: Engineering/Physics/Nanotechnology – in Committee

### C. Discussion Items

1. Emeriti Scholarship: Edel Alonso asked the Senate what they would like to do with this scholarship. The monies are running out and this next year might be the last time we could offer it. It was decided to put information in the full-time and part-time faculty mailboxes explaining the scholarship and soliciting contributions by attaching a payroll deduction form to the flyer.
  
2. Prerequisites & Content Review: Ann Lowe –there was a long discussion on Prerequisites and Content Review. It is the decision of the Senate as to which choice they would like to take. Edel asked Ann what she recommended as Chair of the Curriculum Committee and Ann said she would like to see the third choice below, which gives faculty the most flexibility:
  - Allow prerequisites to be established only via content review or
  - Allow prerequisites to be established only via content review and statistical validation, or
  - Allow prerequisites to be established either via content review alone or via content review with statistical validation.
 There were many questions and it was decided to take this information and recommendation back to the divisions and to solicit their input on the matter by the next Senate meeting.
  
3. Adjunct Faculty Evaluation: Ruth Rassool spoke on the part-time evaluations. Ruth explained that the AFT contract allows adjunct faculty to evaluate other adjunct faculty. The Senate had concerns that the AFT contract is not clear on the matter regarding the role of the Department Chairs in the decision. Edel will speak with the AFT president and get back to the Senate.

### D. Action Items

- ✓ Senate's Proposal for New BP 5912 and Procedures – Instructional Aide Grading – **approved**
- ✓ Senate's Proposed Draft of New BP 7400 and AP 7400 Discontinuance of Programs – **approved**
- ✓ Senate's Proposed Revisions Faculty Office Allocation Procedures – **approved**
- ✓ CLEP exams - **approved**

### V. Division Reports - None

### VI. Announcements: None

### VII. Open Forum: None

### VIII. Adjournment: 4:30 p.m.

## CURRICULUM COMMITTEE SUMMARY

November 17<sup>th</sup>, 2011

3:00 pm – 5:00 pm

Hasley Hall 302

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math & Sciences; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Hilliard, Lee – Career & Technical Education; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Maple, Chelley – Member at Large; Marengo, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Waller, Tina – Allied Health

Members absent: Green, Audrey – Co-Chair, Administrator; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics

**Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on November 8<sup>th</sup>, 2011:**

### **DELETED COURSES on consent:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author</b>
EDUC	088	Introduction to Educational Technology	Course no longer offered. - <b>Approved</b>	D. Stewart
EDUC	101	Fundamentals of Teaching	Course no longer offered. - <b>Approved</b>	D. Stewart
EDUC	106	Introduction to Online Teaching and Learning	Course no longer offered. - <b>Approved</b>	D. Stewart
EDUC	107	Intermediate Online Teaching and Learning Strategies	Course no longer offered. - <b>Approved</b>	D. Stewart
ID	097	Special Topics: Interior Design	Course will not be offered in the near future. - <b>Approved</b>	D. Minarsch
NC.BCSK	AP	HSD Pre-Advanced Placement Seminar	Course will not be offered in the near future. - <b>Approved</b>	K. Kistler
NC.BCSK	H02	HSD Art 1B Digital	Course will not be offered in the near future. - <b>Approved</b>	K. Kistler
NC.BCSK	H06	HSD Modern Civilization	Course will not be offered in the near future. - <b>Approved</b>	K. Kistler
NC.BCSK	H08	HSD Painting and Drawing Studio A/B	Course will not be offered in the near future. - <b>Approved</b>	K. Kistler
NC.BCSK	H10	HSD Psychology	Course will not be offered in the near future. - <b>Approved</b>	K. Kistler
NC.BCSK	H14	HSD Physics	Course will not be offered in the near future. - <b>Approved</b>	K. Kistler
NC.OAD	MUSC5	Canyons Emeritus Chorus	Course will not be offered in the near future. - <b>Approved</b>	K. Kistler
PHILOS	215	Introduction to Bioethics	Course has not been offered in past 4 years. - <b>Approved</b>	C. Blakey

**MODIFIED COURSES on consent:**

Subject	#	Title	Description of action	Author
ARCHT	160	AUTOCAD for Architecture and Interior Design	Reduced class size to 23, <b>revised SLO's (2)</b> , revised objectives & content, updated text. - <b>Approved</b>	D. Minarsch
MATH	111	Finite Math	<b>Added MATH-075 as a prerequisite option</b> , revised descriptions, <b>revised SLO</b> . Revised content, updated text. - <b>Approved</b>	M. Teachout
MATH	140	Introductory Statistics	<b>Contact house increased to 90, added MATH-075 as a prerequisite option</b> , added assignment and term paper examples. - <b>Approved</b>	M. Teachout
MATH	140H	Introductory Statistics - Honors	<b>Contact house increased to 90, added MATH-075 as a prerequisite option</b> , added assignment and term paper examples. - <b>Approved</b>	M. Teachout
PHILOS	110	History of Early Philosophy	Added objectives, revised content, updated texts. - <b>Approved</b>	A.J. Cathcart
PHILOS	111	History of Philosophy- Renaissance Through the 19th Century	<b>Revised SLO</b> , added objectives, revised content, updated text. - <b>Approved</b>	C. Blakey
PHILOS	112	History of Philosophy - 20th Century Philosophy	Added objectives, revised content, added texts. - <b>Approved</b>	C. Blakey
PHILOS	225	Introduction to Philosophy of Religion	<b>Revised SLO</b> . Revised objectives, revised content, added texts. - <b>Approved</b>	C. Blakey
PHILOS	230	Symbolic Logic	<b>Revised SLO</b> . Revised objectives, revised content, updated texts. - <b>Approved</b>	C. Blakey

**NEW PREREQUISTES:**

Subject	#	Title	Description of action	Author
MATH	111	Finite Math	Added MATH-075 as a prerequisite option. - <b>Approved</b>	M. Teachout
MATH	140	Introductory Statistics	Added MATH-075 as a prerequisite option. - <b>Approved</b>	M. Teachout
MATH	140H	Introductory Statistics - Honors	Added MATH-075 as a prerequisite option. - <b>Approved</b>	M. Teachout

New Courses Includes ISA's	-0-	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	13
Modified Courses	9	New SLO's	-0-	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	6	Proposals Reviewed in Technical Review Session	26
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	4

**Discussion Items:**

1. The "Units do not apply to associate degree" language should be put at the end of the catalog description within the course outline, but does not need to be put into the schedule description as Datatel automatically pulls that language and inserts it at the end of the schedule description.
2. Ann Lowe led a discussion on prerequisite validation.
3. CurricUNET training was provided to members of the Curriculum Committee and full time faculty who were present.

## CURRICULUM COMMITTEE SUMMARY

**December 1<sup>st</sup>, 2011**

**E-mail Meeting**

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – 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; Maple, Chelley – Member at Large; Marenco, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on November 21<sup>st</sup>, 2011:

### TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
ENGL	071L	Beginning Reading and Writing Skills Workshop	Update Methods of Evaluating Student Achievement to read “In-Class Activities and Exercises”. Adding sample assignments. - <b>Approved</b>	J. Brezina
NURSNG	092	Success in Beginning Medical/Surgical Nursing	<b>Change co-requisite to NURSNG-124.</b> Course numbers have changed with the initiation of the new curriculum. - <b>Approved</b>	S. Carroll

### DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
NURSNG	103	Nursing Bridge	Course no longer being offered. - <b>Approved</b>	S. Carroll
NURSNG	110	Fundamentals	Course no longer being offered. - <b>Approved</b>	S. Carroll
NURSNG	111	Pharmacology	Course no longer being offered. - <b>Approved</b>	S. Carroll
NURSNG	214	Gerontological Nursing	Course no longer being offered. - <b>Approved</b>	S. Carroll

### MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Certified Nursing Assistant	Certificate of Specialization	Total units increased to 6. - <b>Approved</b>	S. Carroll

**MODIFIED COURSES on consent:**

Subject	#	Title	Description of action	Author
ARCHT	096L	Open Architectural Drafting and CAD Lab	Revised descriptions, reduced class size to 23 <b>revised SLO</b> , revised objectives & content. - <b>Approved</b>	D. Minarsch
ARCHT	190	Design II - Design Process	<b>Changed title</b> , reduced class size to 23, <b>added ID-101B as recommended preparation. Revised SLO's (3)</b> , revised descriptions, revised objectives & content, updated text (Same as ARCHT-190). - <b>Approved</b>	D. Minarsch
ARCHT	220	Architectural Drafting II	Reduced class size to 23, removed recommended preparation of ARCHT-140 & ARCHT-180, <b>revised SLO's (3)</b> , revised descriptions, revised objectives & content, updated text. - <b>Approved</b>	D. Minarsch
AUTO	103	Automotive Electrical Systems	Revised descriptions, <b>Revised SLO's (2)</b> , expanded objectives and content, updated text. - <b>Approved</b>	G. Sornborger
AUTO	105	Automatic Transmissions	Revised descriptions, <b>Revised SLO's (2)</b> , <b>removed repeatability</b> , expanded objectives and content, updated text. - <b>Approved</b>	G. Sornborger
AUTO	106	Manual Transmissions, Transaxles and Drivetrains	Revised descriptions, <b>Revised SLO's (2)</b> , <b>removed repeatability</b> , expanded objectives and content, updated text. - <b>Approved</b>	G. Sornborger
ID	190	Design II - Design Process	<b>Changed title</b> , reduced class size to 23, <b>added ID-101B as recommended preparation. Revised SLO's (3)</b> , revised descriptions, revised objectives & content, updated text (Same as ARCHT-190). - <b>Approved</b>	D. Minarsch
NURSNG	050	Nurse Assistant Training	<b>Changed to 6 units, changed recommended preparation to ENGL-081</b> , updated text. - <b>Approved</b>	S. Carroll

**NEW PREREQUISITES:**

Subject	#	Title	Description of action	Author
ARCHT	190	Design II - Design Process	Added ID-101B as recommended preparation. - <b>Approved</b>	D. Minarsch
ID	190	Design II - Design Process	Added ID-101B as recommended preparation. - <b>Approved</b>	D. Minarsch
NURSNG	050	Nurse Assistant Training	Changed recommended preparation to ENGL-081. - <b>Approved</b>	S. Carroll
NURSNG	092	Success in Beginning Medical/Surgical Nursing	Change co-requisite to NURSNG-124. - <b>Approved</b>	S. Carroll

New Courses Includes ISA's	-0-	Modified Non Credit Courses	-0-	Modified Prerequisites	2
New Programs	-0-	New DLA's	-0-	Deleted Courses	4
Modified Courses	10	New SLO's	-0-	Deleted Programs	-0-
Modified Programs	1	Modified SLO's	16	Proposals Reviewed in Technical Review Session	15
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	2



## DRAFT: SENATE PROPOSAL FOR NEW POLICY

### BP 5920 Associate Degree and Certificate Requirements

**Reference:** Title 5, Section 55063  
Academic Senate Resolution 9.03 F08

The Associate in Science degree shall include degrees in the Science, Technology, Engineering, Mathematics (STEM) and most Career Technical Education (CTE) programs. The Associate in Arts shall include all other disciplines.

In accordance with law and with the rules and regulations of the California Community College Board of Governors and the Santa Clarita College District Board of Trustees, the requirements for the degree Associate in Arts or Associate in Science are defined below:

#### 5920.1 Graduation Requirements

- 5920.1a Satisfactory completion of a minimum of 60 semester units of degree applicable coursework including general education, major courses, and competencies required by the catalog of which the student has rights. Catalog rights are defined in AP 5910.3
- 5920.1b A minimum of a 2.0 grade point average in a curriculum, which the District accepts toward the degree.
- 5920.1c **The A** student must earn 12 semester units in residence at the Santa Clarita Community College District.
- 5920.1d **The A** student must be in good standing at College of the Canyons.
- 5920.1e A maximum of 18 semester units of coursework with the grade "P" or "CR" can be used towards the 60 degree applicable units required.

#### 5920.2 Major Field of Study

A student must satisfactorily complete a minimum of 18 semester units in a major field of study or an area of emphasis from those specified in the District course catalog. A minimum grade of "C" in each course in the major field of study is required. Courses taken with a grade of "P" or "CR" may not be used to meet the major requirements or area of emphasis, for the Associate Degree.

#### 5920.3 Multiple Majors

A student may opt to complete more than one major field of study. See BP 5911 for specific definitions and requirements.

#### 5920.4 General Education Requirements

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

Students receiving an Associate Degree must satisfactorily complete the requirements in general education selected from the following areas indicated below. A given course may meet requirements in only one area, with the exception of the Diversity Requirement, which may count in another area, if applicable.

- 5920.4a      Natural Sciences (minimum 3 semester units)- Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.
- 5920.4b      Social and Behavioral Sciences (minimum 3 semester units) - Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.
- 5920.4c      Humanities (minimum 3 semester units) - Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and

help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

- 5920.4d Language and Rationality - Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.
- (1) English Composition (minimum 3 semester units) - Courses fulfilling the written composition requirement should include both expository and argumentative writing.
  - (2) Communication and Analytical Thinking (minimum 3 semester units)- Courses fulfilling the communication and analytical thinking requirements include oral and written communication, mathematics, logic, statistics, computer language and programming, and related disciplines.
- 5920.4e American Institutions Requirement (minimum 6 semester units: one course needed from (1) and one course needed from (2); or complete courses in (3)) - Courses in American Institutions are those which focus on the historical development of American institutions and ideals, the operation of representative democratic government under the Constitution of the United States, and the principles of state and local government established under the Constitution of this State.
- (1) United States History
  - (2) U.S. Constitution, State and Local Government
  - (3) History 111 or 111H AND 112 or 112H at College of the Canyons
- 5920.4f Physical Education and Wellness (2 courses or minimum 2 semester units) - Courses in physical education and wellness are those which develop the knowledge and skills to empower all students to sustain regular, lifelong physical activity as a foundation for a healthy, productive, and fulfilling life.
- 5920.4g Diversity Requirement – (minimum 3 semester units) – Courses in Diversity examine general issues of diversity, equity, ethnocentricity, and/or ethnicity; and relationships to problems facing contemporary society, especially those resulting from prejudice, discrimination, and cultural conflict. Attention is paid to critical thinking skills which allow students to address cultural, racial, and/or gender issues in a sensitive and responsible manner and to evaluate their own attitudes and those of others.

The course used to satisfy this area may also be used to satisfy another area of General Education, if applicable.

### 5920.5 Competency Requirements

All students granted an AA or AS degree shall have demonstrated college-level competence in reading, written expression, and mathematics. Courses meeting these competencies may double count in the Language and Rationality General Education area and are listed in the college catalog. A grade of “C” or higher or “P” or “CR” must be earned in the math and English courses used to fulfill this requirement.

### 5920.6 Associate Degrees for Transfer (as prescribed by SB1440)

5920.6a        **Requirements for** ~~T~~transfer majors in this category are **prescribed by SB 1440 and may not be changed by local authorities.** ~~exempt from the following local General Education requirements in section 5920.~~

~~(1) American Institutions~~

(2) Physical Education and Wellness

(3) Diversity

5920.6c        **The Associate of Arts Transfer degree has an abbreviation of AA-T. The Associate of Science Transfer degree has an abbreviation of AS-T.**

### 5920.7 Exemptions from Requirements

5920.7a        The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

5920.7b        The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

5920.7c        Associate Degrees for Transfer as defined by SB 1440 ~~will be~~ **are** exempt from the following local requirements: American Institutions, Physical Education and Wellness, and the Diversity requirement. ~~The Associate of Arts Transfer degree will have~~ **has** an abbreviation of AA-T. ~~The Associate in Science Transfer degree will have~~ **has** an abbreviation of AS-T.

### 5920.8 Courses Specified

The Santa Clarita Community College District shall specify in its college catalog the courses that may be taken by a student in each of the required areas listed above.

### 5920.9 Additional Associate Degrees Subsequent to the First Associate Degree Earned

The Santa Clarita Community College District is authorized to award an additional Associate Degree provided all of the following conditions are met:

- 5920.9a All major requirements for the additional degree must be satisfied, per student's catalog rights.
- 5920.9b A minimum of 18 unduplicated semester units are completed in the new major.
- 5920.9c Courses used towards the first degree may be used towards the major in the second degree unless either degree is the Liberal Arts and Sciences major (as well as the former Transfer Studies and General Arts and Sciences majors).
- 5920.9d A minimum of 12 semester units are completed in residence within Santa Clarita Community College District after the awarding of the first degree. Students are exempt if they completed the first Associate Degree in the Santa Clarita Community College District.
- 5920.9e All current Santa Clarita Community College District general education requirements listed above ~~will have been~~ **must be** met with the awarding of the first degree. If not, these additional general education courses will also be required.

### 5920.10 Academic Recognition at Graduation with Honors

~~Students will have been considered to achieve honors at graduations if they attain an Associate Degree applicable grade point average of 3.5 or higher by the term prior to semester in which the degree is posted to the student record. Students will achieve honor at graduation status if they attain a cumulative Associate Degree applicable grade point average of 3.5 during the term prior to the term for which they have petitioned for the Associate Degree.~~

Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regionally accredited colleges where the student has completed units. Categories of academic recognition include:

**Cum laude graduate – requires a cumulative Associate degree applicable grade point average of 3.5-3.69**

**Magna cum laude graduate – requires a cumulative Associate degree applicable grade point average of 3.7-3.89**

**Summa cum laude graduate – requires a cumulative Associate degree applicable grade point average of 3.9-4.0**

**Chancellor’s Honors Scholar – the student or students with the highest cumulative Associate degree applicable grade point average who has also completed the College of the Canyons Honors Program.**

**Valedictorian – student or students with the highest cumulative Associate degree applicable grade point average.**

- 5920.10a**      **The Admissions and Records office will post the academic recognition on the College official transcript once all requirements for graduation are verified.**
- 5920.10b**      **The Cum laude, Magna cum laude, and Summa cum laude graduation recognition will be included on the College of the Canyons’ diploma.**

#### 5920.11 Credit Certificate Requirements

**The District awards a ~~A~~ Certificate of Achievement ~~is awarded by the District~~ when a student has successfully completed the required courses in an approved program of study as specified in the Degree Curricula and Certificate Programs in the college catalog. ~~A department awards a Certificate of Specialization in an area of specialization requiring less than 18 units of coursework. A Certificate of Specialization is awarded by a Department in an area of specialization requiring less than 18 semester units of coursework.~~ The issuance of the departmental award is not recorded on a student’s official transcript.**

- 5920.11a.**      **Students must complete at least half of the units required for the certificate program in residence.**
- 5920.11b.**      **Students must earn a grade of “C” or better, “P” or “CR” in each course required for the certificate.**

5920.12 Non-Credit Certificate Requirements

**The District awards a noncredit Certificate of Completion and a noncredit Certificate of Competency to students who have demonstrated mastery skills within a noncredit area. ~~A Certificate of Completion and a Certificate of Competency are noncredit awards granted by the District to students who have demonstrated mastery skills within a noncredit area.~~**

- 5920.12a Students must complete required courses in an approved program of study as specified in the Continuing Education section of the course catalog.
- 5920.12b For the Certificate of **Competency** within the noncredit ESL program, the student must meet the criteria for the certificate based on the combination of placement and successful course completion with a grade of “P”.

Revisions in Senate’s Policy Committee of the Draft Proposal for New Board Policy 5920:

Revised May 4, 2011

Revised May 4, 2011 JR

Revised May 5, 2011 JJ

Revised May 14, 2011 JJ

Revised November 10, 2011 JJ

Revised November 14, 2011 JJ

## DRAFT: PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

### AP 5920 Associate Degree and Certificate Requirements

#### Reference: Title V, Section 55063

- 5920.1 ~~The~~ A student must file a Petition for an Associate Degree in the Counseling Office by the Friday of the first week for the Fall, Spring, or Summer term in which they will complete their degree requirements. Specific dates are published each term in the Schedule of Classes.
- 5920.1a ~~The~~ A student must send all external transcripts that include coursework to be used for the Associate Degree to the Admissions and Records Office prior to filing a petition for the Associate Degree.
- 5920.1b Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree.
- 5920.1c ~~The~~ A student must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in the program evaluation. ~~The program evaluation is a tool used by students, Counselors, and the Graduation Technician to determine a student's progress to completion of their program.~~ **Students, Counselors, and the Graduation Technician use the program evaluation as a tool to determine a student's program completion progress.**
- 5920.1d Good standing is defined as not being on academic or progress probation, subject to dismissal, or dismissal status at College of the Canyons. A student's academic standing is based only on ~~COC~~ units earned **at College of the Canyons.**
- 5920.1e Students may request the substitution of a course/s for a required Associate degree or certificate course/s by filing a Request for Substitution form with a Counselor. The Request will be forwarded to the Graduation Technician for approval from the appropriate Department Chair and Division Dean. If approved, the Graduation Technician will modify the Program Evaluation to include the substitution.
- 5920.1f ~~Occasionally,~~ a A student may be granted subject credit (for example, an upper division course). Awarding subject credit is defined as the use of a course passed with a "C" or better without unit or grade point value to meet a general education or major requirement without the units being required for that particular general education area/major.



However, students must complete the Title V minimum 18 units in a major, the Title V minimum 18 units in Associate Degree General Education, the Title V minimum 60 units for the Associate Degree, and the total number of units required for CSU General Education and IGETC certification.

- 5920.2 The Counseling Office will review the Petition for an Associate Degree and verify the catalog year prior to submitting the petition to the Graduation Technician. The Graduation Technician will verify the student's progress towards completion of their program.
- 5920.3 Associate Degree requirements are determined according to the catalog in effect at the time of first enrollment. If enrollment is continuous, then graduation requirements are taken from the catalog in effect at the time of first enrollment or any other subsequent catalog the student chooses.
- When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment. A break is defined as any four consecutive terms; e.g. fall, winter, spring, and summer in which the student is not enrolled.
- 5920.4 **A student may choose to meet the requirements of any subsequent catalog for the major while retaining the General Education requirements from the original catalog to which the student has rights.** ~~Associate Degrees for Transfer as defined by SB 1440, will be exempt from the following local requirements: American Institutions, Physical Education and Wellness, and the Diversity. The program evaluation will reflect the requirements specific to these particular degrees. The Associate of Arts Transfer degree will have an abbreviation of AA-T. The Associate of Science Transfer degree will have an abbreviation of AS-T.~~
- 5920.5 **The General Education requirements for the Paralegal Studies major must meet American Bar Association criteria. Therefore, a separate General Education pattern is required for this major.** ~~The Liberal Arts and Sciences major (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness unit and course requirements.~~
- 5920.6 ~~Graduation with honors will include all degree applicable units from College of the Canyons and from all other Regionally accredited colleges where the student has completed units. A~~ **The cumulative Associate Degree applicable grade point average of 3.5 or above will be considered is required for graduation with honors.** ~~The grade point average of 3.5 or above will be evaluated at the end of the term semester prior to the term in which the student is petitioning for an Associate Degree. Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regionally accredited colleges where the student has completed units. Categories of academic recognition include:~~

**Cum laude graduate** – requires a cumulative Associate degree applicable grade point average of 3.5-3.69

**Magna cum laude graduate** – requires a cumulative Associate degree applicable grade point average of 3.7-3.89

**Summa cum laude graduate** – requires a cumulative Associate degree applicable grade point average of 3.9-4.0

**Chancellor’s Honors Scholar** – the student or students with the highest cumulative Associate degree applicable grade point average who has also completed the College of the Canyons Honors Program.

**Valedictorian** – student or students with the highest cumulative Associate degree applicable grade point average.

- 5920.6a** The grade point averages listed above will be evaluated at the end of the Fall term prior for Spring and Summer terms graduates and at the end of the Summer term for Fall term graduates.
- 5920.6b** The Admissions and Records office will post the academic recognition on the College official transcript once all requirements for graduation are verified.
- 5920.6c** The Cum laude, Magna cum laude, and Summa cum laude graduation recognition will be included on the College of the Canyons’ diploma.

- 5920.7** Students must file a petition for a Certificate of Achievement or a Certificate of Specialization in the Counseling Office during the term in which they will complete their certificate requirements.
- 5920.7a** Students must send all external transcripts that include coursework to be used for the certificate to the Admissions and Records Office prior to filing a petition for the certificate.
- 5920.7b** Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree certificate.

5920.7c Students must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in their program evaluation.

5920.7d Certificates in CSU General Education Breadth, IGETC-CSU, or IGETC-UC will be evaluated at the time a student requests certification on the transcript request.

5920.7e **The Admissions and Records office will identify students who are eligible for ~~have earned~~ a Certificate of Competency or Certificate of Completion for the continuing education program and award these certificates at the end of the fall, spring, and summer terms.**

5920.8 In addition to coursework, students may meet the unit and course requirement for the Physical Education and Wellness area of the degree requirements by meeting one of the criteria below. The student must bring in appropriate documentation to the Admissions and Records Office.

5920.8a ~~The A~~ student can provide a DD-214 or a SMART transcript from the military. The DD-214 or transcript must show a discharge of any status other than dishonorable discharge and evidence of continuous United States active duty military service for more than 181 days ~~on~~ to have the requirement fulfilled.

5920.8b ~~The A~~ student receives credit for training which meets the standards of the California Peace Officers Standards and Training (POST) Commission. One unit of credit will be granted for every 50 hours completed for a maximum of 10 units toward the Associate Degree.

The units will be posted once **students who complete the Inclusion of Law Enforcement Training form provided in the Admissions and Records Office have completed one unit ~~one unit has been completed by the a student~~** at College of the Canyons. **who completes the Inclusion of Law Enforcement Training form provided in the Admissions and Records Office.** The Physical Education and Wellness requirement will then be waived.

5920.8c ~~The A~~ student may receive credit for public safety academy training which meets the standards of any POST certification course taken outside the District. **A state agency must certify the credit. The credit must be certified by a state government agency. This d Documentation required** may be either an external transcript or a letter provided by the agency including the course outline, hours of training, and time period for which the training occurred. The Physical Education and Wellness requirement will then be waived.

Revisions in Senate's Policy Committee of the Draft Proposal for New AP 5920:

Revised May 4, 2011

Revised May 5, 2011 JR

Revised May 14, 2011 JJ

Revised October 31, 2011 JJ

Revised November 3, 2011 JR

Revised November 7, 2011 JJ

Revised November 10, 2011 JJ

Revised November 14, 2011 JJ

## Slides of Power Point on Prerequisites and Content Review Presentation at ASCCC Curriculum Institute, July 2011

### Goals of This Session

- Provide a chronological list of steps for senates and curriculum committees to implement prerequisites via content review
- Establish best practices for content review and assigning prerequisites to courses
- Train attendees on how to accomplish content review; give guidance on how to train the local curriculum committee on content review

### First: Your academic senate must make a choice:

- Allow prerequisites to be established only via content review, or
- Allow prerequisites to be established only via content review and statistical validation, or
- Allow prerequisites to be established either via content review alone or via content review with statistical validation.

### Second:

Create a new (or revise old) board policy reflecting primary reliance or mutual agreement with the senate regarding how prerequisites will be established. May require one or more policies – see 5 required items on next slides.

•**Note:** For multi-college districts, be sure the board policy stipulates individual college authority, if desirable, with regard to establishing prerequisites.

### Board Must Adopt Policies for:

1. The Process for establishing pre-requisites: content review alone, with statistical validation, or both
2. Procedures to ensure that pre-requisites or target courses are taught according to the course outline of record
3. Process to ensure that qualified instructors teach prerequisite courses
- 4. Process to ensure that prerequisites remain necessary and appropriate. (Two year review for all prerequisites on vocational courses, and six years on all other prerequisites.)**
- 5. Bases and processes for students to challenge prerequisite or corequisites.**

### Matriculation Plans

Also include section on prerequisites

- ✓ Procedures for establishing and validating prerequisites
- ✓ Procedures for student challenges to prerequisites

**If Senate and Board Agree to Establish All or Some Prerequisites Via Content Review Alone... District Must Have a Board Adopted Plan BEFORE establishing prereqs via content review alone.**

## Prerequisite and Content Review (continued)

### **The Plan Must Specify the Following:**

- The method used to identify courses to which prerequisites might be applied
- Assurance that prerequisite courses (basic skills) and courses without prerequisites will be reasonably available to students
- The research to be used to determine impact of new prerequisites (especially disproportionate impact)
- Provisions for training the curriculum committee on content review

### **What is Content Review?**

Title 5 § 55000(c): A rigorous, systematic process developed in accordance with section 53200 to 53204... that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

### **Content Review Must Include:**

- The COR for the target course
- Syllabi, exams, assignments, instructional materials, grading criteria
- Identification of required skills and knowledge students must have prior to enrolling in the target course
- Matching of those skills and knowledge to prerequisite courses using CORs
- Direct involvement of discipline faculty

### **Example: Geology Lab COR**

What are the key aspects of the COR that help determine skills/knowledge students need?

Can you determine the necessary math skills?

What dialog is necessary between discipline faculty of the target course and basic skills courses?

### **Example: Nutrition Course**

First be sure that skills and knowledge that students need are clearly stated in the COR and the discipline faculty agree to teach this COR

Second Match the skills of basic skills courses to those identified in the COR.

### **Training Your Curriculum Committee**

- Expect improved CORs prior to any discussion of prerequisites and content review
- Determine the committee's role in ensuring that a qualified faculty member teaches the course AND that each faculty member adheres to the COR.
- Then provide tools for discipline faculty to converse about necessary and appropriate skills.

AFT Contract Language on Evaluation of Adjunct Faculty with Edits Ratified 10-12-2011

**ARTICLE 8: EVALUATIONS**

- A. To assure the highest quality educational programs and services, Unit Members shall be observed and evaluated.
- B. Definitions
  - 1. An “evaluatee” is the person being evaluated.
  - 2. The **primary** evaluator is ~~the Chief Instructional Officer’s designee who is a~~ **full-time** faculty member, **part-time faculty member, or department chair** in the department or division of the evaluatee. **At the discretion of the department chair, an appropriate educational administrator may be assigned to the evaluation. Whenever possible, online faculty will be evaluated by an evaluator with online teaching experience.**

**DRAFT: PROPOSED POLICY CHANGES**

**BOARD POLICY 525 MATRICULATION ASSESSMENT**

- 525.1 Assessment is the process that combines the administration of assessment instruments, **and other multiple measures**, to determine student ~~competency~~ **skill set levels** in computational and language skills. ~~assisting students in identifying their aptitudes, interests and educational objectives, evaluating student's study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives.~~ Assessment assists students in identifying their aptitudes, interests and educational objectives, evaluating their study and learning skills and other factors that support their efforts to meet their educational goals.
- 525.2 All new students entering College of the Canyons will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below:
- 525.3 Exemptions from assessment
- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students ~~taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.~~ **who declare they are taking less than six units and those units are vocational or personal enrichment courses.**
- C. ~~Students taking only courses to upgrade occupational skills or as continuing education for employment.~~
- (This next section will become Section "C" if adopted.)*
- D. Students who present recent raw test scores, ~~on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)~~ within the last two years, from a U.S. community college that uses the same test vendor and subject testing areas as College of the Canyons. The raw scores will be filtered through the COC multiple measures weighting scale and placement will be based on our cut scores.
- (This next section will become Section "D" if adopted.)*
- E. Students transferring from other accredited post-secondary institutions with **course** credit for ~~degree appropriate English or mathematics. (Exempt from placement testing only.)~~ equivalent English, ESL or mathematics.
- 525.4 The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.