

COLLEGE OF THE CANYONS
Academic Senate Agenda
February 10, 2011
3:00 - 4:30 p.m. BONH 330

I. Routine Matters

1. Call to order
2. Approval of Academic Senate Meeting Minutes for December 9, 2010 (p.2, 3)
3. Report of Officers: President – Senate Budget, Senate Retreat
4. Report of Standing Committees
Curriculum Committee: SB 1440

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. Senate Proposal for NEW Board Policy: Graduation

III. Discussion Items

9. Hands Across California, April 17 (p.4-7)
10. Academic Renewal Policy: Proposed Revisions (p.8, 9)
11. Academic Senate Constitution: Proposed Revisions (p. 10)

IV. Action Items

12. None

V. Announcement(s)

13. Board Meeting: February 23, 2011, 6:00 PM

VI. Open Forum

VI. Adjournment: 4:30 p.m.

The next Academic Senate meeting will be **February 24, 2011**
As always, everyone is invited and welcomed.

Minutes of Academic Senate Meeting December 9, 2010

Attendance: Edel Alonso, David Andrus, Philip Marcellin, Ann Lowe, Joan Jacobson Rebecca Eikey, Jennifer Brezina, Jose Martin, Ruth Rassol, Michael Sherry, Regina Blasberg, Chris Blakey, Mike Wilding, Isao Uesugi, Michelle LaBrie, Marlene Demerjian, Bob Tolar, Denee Pescarmona, Deanna Riveira, Wendy Brill, Cindy Stephens, Dr. Capet, Omar Torres and Kevin Kistler

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. Edel brought juice and cookies and asked everyone to help themselves before we started our meeting. She thanked everyone for their support this fall and said it has been a pleasure working with them and wished them a Happy Holiday season.

2. The minutes of the November 18, 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. There were a couple and they will be changed.

3. Report of Officers

- Report of Senate President, Edel Alonso:
Edel noted at the Board meeting on December 8th that she told the Board how much she appreciated working with the Administration this semester. There may have been some disagreement with the language while working the policies, but every time we met with them they were able to resolve it. She thanks the Administration for that.

There was a report from Daylene Meuschke and Denee Pescarmona to the Board on the Accountability Reporting for the California Community Colleges – ARCC Report, which compares community colleges. The Board expressed some concern about low scores compared to other community colleges. The Board asked for data on how those scores are arrived. It may be good to have a presentation on the ARC report presented by the Research Dept. to the Senate at a future date.

Edel reported that Chris Blakey, COCFA President, expressed some concern at the Board meeting that maybe the Board did not genuinely fully understand the positive role of COCFA and the benefit of COCFA and how the Union does indeed represent the faculty. Edel is pleased to work with Chris Blakey of COCFA and Pete Virgadamo of AFT and with the Administration toward a common cause.

- Report of Senate Vice President: None

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

- Curriculum Committee: Ann Lowe presented the minutes of the December 2, 2010 Curriculum Committee meeting. There was one correction Music 101 Recommend prep of Music 100. The summary for Curriculum was approved.

- Basic Skills Committee: Denee Pescarmona presented the Basic Skills Report. Edel has been asked to sign off on this report, but before she signs off she would like the Senate to see the paperwork and give her the okay to do so. The report is due tomorrow. Denee gave an overview of the report. Edel brought to Denee's attention on Section B the fourth box Edel recommended that we cross out "and/or program advisors" under the Counseling Department since only Counseling faculty (and NOT Program Advisors) can write educational plans. The report was approved and Edel signed the report at the meeting.
- Calendar Committee. Bob Tolar and Marlene Demerjian are on the committee and came to report on the proposed calendar for 2012/13 and 2013/14. Some discussion on the various options ensued. The pros and cons were explained and there was a discussion on the dates. The Senate voted for the options they would like. Option 1 for both sections was approved by the Senate.

II. Unfinished Business

Edel reminded everyone that the following items remain unresolved:

5. Discontinuance of Program
6. Proctoring Exams for Students in Online Classes
7. Senate proposal for Board Policy Revision: BP 536 Academic Standards
8. Senate Proposal for NEW Policy: Graduation

III. Discussion Items

9. Academic Senate Constitution

David thanked the committee for its hard work on the constitution. He is looking for feedback from everyone. Discussion ensued on the proposed revisions including on the topic of staggered terms. Proposed changes were noted and David will make them and bring them back to the Senate. There was a discussion on the membership of the Curriculum Committee and the advantages and disadvantages of an administrator co-chair and his or her role.

10. Memorandum from Constitution Committee Chair, David Andrus, presents rationale for Committee's proposed revisions.

IV. Action Items

11. Environmental Science/Studies Proposed Department Merger **Approved**
12. BP 3850 Board Policy and Procedures on Conflict of Interest **Approved**

VI. Announcement

The Senate retreat is scheduled for Tuesday, February 1, 2011 as part of FLEX activities. The purpose of the retreat is to review fall 2010 accomplishments and discuss goals for the future.

V. Adjournment: 4:55 p.m.



A Dramatic Event to Support Scholarship Funding for California's 2.8 Million Community College Students

Throughout the nation, there is a growing understanding of the value of community colleges. And there is perhaps no other place where the value of this higher education sector is felt more deeply than in California, where the community college system is the largest in the nation – 112 colleges spanning the state and training and educating nearly 3 million students every year. Yet every day, students struggle to pay for the cost of an education and face the difficult decision of giving up their educational dreams for lack of funds.

To capture the growing awareness and appreciation of community colleges, and help the California system been closer to building a \$100 million permanent scholarship endowment for deserving students, the Foundation for California Community Colleges has partnered with Ken Kragen, architect of “We Are The World,” “Hands Across America,” and “NetAid,” to create a once-in-a-generation event bringing California together in support of community colleges and their students. “Hands Across California,” scheduled for April 17, 2011, will be an unprecedented fundraising, media, and advocacy opportunity focusing upon California’s Community Colleges.

Just a month before the 25th Anniversary of the original “Hands Across America”, which saw 6.5 million Americans join hands from California to New York in a continuous line through 17 states, “Hands Across California” will create a unified statewide spectacle illustrating the impact of community colleges in the state, raise funds to move us as a system toward our \$100 million California Community Colleges Scholarship Endowment campaign goal, create vast public awareness of the value of our colleges to their communities, and generate unprecedented corporate partnerships, philanthropic investments, and community involvement supporting all of our colleges statewide.

The event will literally join nearly all of the 112 community colleges in California in a vast statewide line of hand-holding individuals that stretches from San Diego in the south through the Central Valley to above Sacramento in the North, over to San Francisco and down the coast through Los Angeles and Orange County, and back to San Diego to

complete the circle. It will take more than 1.5 million people – students, faculty, staff, alumni, friends, and supporters of California’s community colleges – and will stretch more than 1,500 miles.

To make this unparalleled and unique event a reality and bring new awareness of the needs of California Community College students, your help is needed. A sponsorship of this event will result in untold media coverage and public awareness of the need to enhance support to California Community Colleges, the training ground of tomorrow’s workforce.

A Critical Time for California Community College Students

Twenty-five years ago, “Hands Across America” raised funds to combat hunger and homelessness. We know that perhaps the single greatest deterrent to these conditions is education, and California’s community colleges are the one system of higher education in the state open to all who seek education. Yet even with the lowest student fees in the nation, the additional costs of attending a community college – textbooks, software, uniforms, equipment and other supplies needed for the wide variety of job training and transfer education programs – can be prohibitive to those in poverty.

The nation’s largest system of higher education, California’s Community Colleges were created to provide affordable and accessible educational opportunities for all Californians. Today, the system serves nearly 3 million students each year, educates the majority of the state’s workforce, and provides a stepping-stone for students on the pathway to four-year and graduate degrees. In fact, one-quarter of all community college students nationwide are enrolled in a California Community College.

Comprised of 72 districts and 112 colleges, the California Community Colleges offer more than 175 associate degree and certificate programs, along with technical and vocational training. The impact of these institutions is impressive: they prepare students from all ethnic and economic backgrounds for transfer to four-year institutions, provide lifelong learning, and train a workforce that sustains California’s economy.

California Community Colleges make it possible for everyone, regardless of income level or background, to achieve the dream of a higher education. More than 60 percent of Community College students are people of diverse ethnic backgrounds. They are also the state’s lowest-income students. Full time students have an annual median income of \$16,223, and nearly a quarter have incomes of less than \$5,544 per year. Additionally:

- Three out of every 10 Californians age 18-24 are currently enrolled in a Community College.

- Almost 60 percent of graduates of the California State University system and 30 percent of the University of California system transferred from a California Community College.
- Eighty percent of firefighters, law enforcement officers, and emergency medical technicians are credentialed at Community Colleges.
- Seventy percent of the nurses in California received their education from Community Colleges.
- More than half of California veterans receiving GI educational benefits attend a Community College.

Today, many California Community College students are facing a crisis of their own, struggling to meet their financial needs. Nearly 90 percent of full-time are in need of financial aid, and almost half (47 percent) of all students have no resources to pay for college. Each and every day, California Community College students are forced to abandon their education because of financial hardships. In fact, in the 2009-10 academic year, the community college system saw its first enrollment decline in more than five years, attributed in large part to the decrease in state funding causing a decrease in student access.

Unfortunately, these income challenges combined with our nation's current economic woes are threatening to keep students from reaching their academic potential. This, in turn, prevents the development of an educated and trained workforce needed to help California compete in a global economy.

The California Community Colleges Scholarship Endowment: Making Possibility Permanent

To address the acute need for an educated and diverse workforce that is well prepared to meet the demands of a global economy and make the possibility of an education a reality for thousands of students every year, the California Community Colleges are in the midst of an extraordinary initiative. It began in May 2008, when Governor Arnold Schwarzenegger, a Santa Monica Community College alumnus, announced an historic commitment of \$50 million by The Bernard Osher Foundation to support California Community College students, representing the single largest gift to a community college system in the nation and one of the largest gifts ever made to higher education.

Managed by the Foundation for California Community Colleges, this gift includes two separate monetary commitments that assist eligible students with \$1,000 annual scholarships. The first commitment was a lead gift of \$25 million which immediately established a permanent fund to assist students in financial need. This fund, the California Community Colleges Scholarship Endowment, has already provided financial support to thousands of students throughout the state just two years after being established. The remaining \$25 million has been issued as a challenge grant that will allow others to leverage their gifts to create an extraordinary opportunity to help drive the state's economic future and support all Californians.

The Foundation for California Community Colleges is collaborating with all state Community Colleges to raise an additional \$50 million for which the Osher Foundation will provide a 50 percent match, up to \$25 million if raised by June 2011. All funds will go exclusively toward the California Community Colleges Scholarship Endowment to provide scholarships to students at all 112 Community Colleges. The result will be a \$100 million permanent endowment to support student success in the form of annual scholarships to thousands of students.

But the clock is ticking.

With a matter of months remaining in this unprecedented campaign, the California Community Colleges have raised more than \$18 million toward the fundraising goal of \$50 million. This leaves another \$32 million left to be raised—and trigger the remaining \$16 million in match dollars from The Osher Foundation—by June 2011. If the Endowment reaches its \$100 million goal, more than 5,000 students will be awarded scholarships annually, contributing significantly to the workforce needs of the state while transforming the lives and futures of literally thousands of California students each and every year for generations.

“Hands Across California” is a monumental event that could very well be the defining moment for this initiative. With your help, thousands of students will receive much-needed financial support every year, enabling them to complete their studies and work toward a brighter future.

To learn more, visit www.handsacrosscalifornia.org.

DRAFT PROPOSAL

BP 5902 Academic Renewal

Reference: Title 5, Sections 55046

If the following conditions are met the Santa Clarita Community College District may disregard from all consideration associated with the computation of a student's cumulative grade point average **all grades of "D", "F", and "FW" earned in** up to a maximum of two (2) semesters of coursework or three (3) quarters taken at the Santa Clarita Community College District.

- 5902.1 These conditions are
- A. The coursework to be disregarded is substandard. The semester/quarter grade point average **in which the disregarded courses occur** ~~of the courses to be disregarded~~ is less than 2.0.
 - B. A minimum of 24 semester units have been completed at a college in the Santa Clarita Community College District ~~with a grade point average of at least 2.0~~, subsequent to the coursework to be disregarded AND all subsequent coursework must be completed with a minimum 2.0 grade point average.
 - C. At least 3 (three) calendar years have elapsed since the most recent coursework to be disregarded.
 - D. Academic renewal cannot be used to set aside **a** semester containing units or coursework which has been used to meet graduation requirements **by a student who has previously graduated.**
- 5902.2 Even though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the **"D", "F", and/or "FW" units, even if satisfactory**, are to be disregarded. This notation will be made at the time that the appropriate college office has received notification of approval.
- 5902.3 ~~All units and grade points~~ **Only units and grade points from courses with "D", "F", and/or "FW" grades** earned during such a semester shall be disregarded, ~~even satisfactory units. Subject credit may be allowed for work completed satisfactorily during disregarded terms.~~ **Courses completed with a grade of "Pass" or "C" and above will continue to be used toward cumulative unit and grade point average considerations and will meet any degree major, general education, and/or transfer requirements.**
- 5902.4 If another accredited college has acted to remove previous coursework from consideration in computing the grade point average such action shall be honored in terms of its policy. However, such units/semesters disregarded shall be

deducted from the two semester maximum of coursework eligible to be disregarded in the Santa Clarita Community College District.

- 5902.5 Academic renewal actions are irreversible. Students should meet with a counselor before taking such an action.
- 5902.6 If the student is otherwise eligible for graduation, academic renewal may not be used to raise the grade point average in order to qualify for graduation with honors.
- 5902.7 This policy is adopted for use in the Santa Clarita Community College District. Other institutions may have adopted different policies. The transfer status of such action depends upon the policy of the college to which a student transfers.

**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 Officio).**

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

- ~~A. The Assistant Superintendent Vice President of Instruction and Student Services,~~
- A. Chief Instructional Officer (CIO)
- B. Vice President of Student Services
- C. The COC Faculty Association President or **designee**
- D. The COC Adjunct Association President or Designee**
- E. 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 a **two**-year term. No restrictions shall exist in the number of terms served. The elections shall be conducted in the respective divisions **during the 4th 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 TWO-year term. No restrictions shall exist in the number of terms served. The elections will be conducted no later than the 8th week of the Spring semester.***
 - D. **DIVISION REPRESENTATIVES AND AT-LARGE SENATORS WILL HAVE STAGGERED TERMS FROM ONE ANOTHER. UPON RATIFICATION AND ENACTMENT OF THIS CLAUSE AT-LARGE SENATORS WILL BEGIN SERVING TWO YEAR TERMS IN FALL, 2011 IN ORDER TO INITIATE THE STAGGERING SEQUENCE.**
 - E. ~~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 **ONE YEAR** 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 **UNTIL THE NEXT REGULARLY SCHEDULED ELECTION.**
- [Former Sub-section E amended and moved to Article VII(A).]**
- F. ***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.***
 - G. ***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 PLURALITY** vote of the Senators.
- B. Vacancies in the office of Division Senator shall be filled **by a majority PLURALITY 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 PLURALITY 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 PLURALITY 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.**~~
- G. **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 (CIO), 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
- E. Director of Admissions and Records
- F. Articulation Officer
- G. ~~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 a quorum 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 – AMENDMENTS TO THE CONSTITUTION SHALL BE EFFECTIVE UPON CONFIRMATION OF ELECTION RESULTS BY THE ACADEMIC SENATE.

(FORMERLY SECTION 2) Section 3 – 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