

COLLEGE OF THE CANYONS

Academic Senate Agenda

March 10, 2011

3:00 – 4:30 p.m. BONH 330

I. Routine Matters

1. Call to order
2. Approval of Academic Senate Meeting Summary for February 24, 2011 (p2-5)
3. Report of Officers
4. Report of Standing Committees
 - Curriculum Committee
 - Report of Curriculum Committee Meeting February 17, 2011 (p6-9)
 - Courses Needing 5-Yr Revision in 2011-2012 (p10-17)

II. Unfinished Business

5. Discontinuance of Program
6. Proctoring Exams for Students in Online Classes
7. Board Policies under Review by Policy Committee:
 - Academic Renewal
 - Academic Standards
 - Counseling
 - Graduation

III. Discussion Items

8. Use of Teacher Assistants – Education Code 88240-88249 (p19-20)
9. Senate Elections Procedures

IV. Action items

10. Academic Senate Constitution (p21-26)
11. Date of Senate Elections – Spring 2011

V. Announcements

12. Senate Meeting at CCC 403 on April 14, 2011 at 3:30PM
13. Hands Across California - April 17, 2011

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be **March 24, 2011**

As always everyone is welcomed

Summary of Academic Senate Meeting of February 24, 2011

Attendance: Edel Alonso, David Andrus, Ruth Rassool, Lea Templer, Nicole Lucy, Jeannie Chari, Sarah Burns, Jose Martin, Jennifer Brezina, Deanna Riveira, Rebecca Eikey, Ann Lowe, Joan Jacobson, Lee Hilliard, Michelle LaBrie, Isao Uesugi, Lisa Helfrich, Chris Blakey, Mark Daybell, Pamela Borrelli, Omar Torres, Michael Sherry and Cindy Stephens

I. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:05 p.m. and welcomed everyone to the Senate meeting.

2. The minutes of February 10, 2011 were approved. Edel asked the Senators that if they found any grammatical or spelling errors to please let Lita know after the meeting.

3. Report of Officers

- Report of Senate President, Edel Alonso:

Hands Across California: Edel registered today February 24, 2011. She informed the Senate that there will be some celebrities there to help create this human chain up the state. Now she noticed when she registered they have scattered groups of participants to form “legs”. She will receive more information now that she has registered and will bring that to the Senate. The date of the event is April 17, 2011 and if anyone is interested please let her know so that she is not alone out there. She understands that some student leaders plan to be involved. The state Senate has sent us some cards that will be put in the boxes for faculty to read regarding Hands Across California. It is for a good cause raising funds for student scholarships.

Senate Newsletter: The Senate newsletter has gone out. Color copies were put in the mailboxes of each of the Board of Trustees, Executive Cabinet, and Deans. We will have to see how often we will get the newsletter out. Would like to get one out at least once a year but preferably each semester.

List of committees and their faculty members: At our last meeting Edel told everyone that the Committee lists was posted on the Senate website and to please look at it and let her know about corrections. She did receive some corrections from the Student Services and the Social Science Divisions and has made them.

Board meeting February 23, 2011: Last night there was a Board and ASG joint meeting. Some of the topics discussed were additional parking and the College Hour. It was stated that the cost of a parking structure on the corner of Valencia and Rockwell could cost \$15 million so it is unlikely that such a parking structure would happen anytime soon.

College Hour. Regina Blasberg, Pamela Borrelli and Rebecca Eikey volunteered as Senate representatives to sit on the Ad Hoc Committee to discuss the College Hour proposed by the student government. The committee has not met yet awaiting the results of student surveys

being completed in randomly selected classes. The issue seems more complicated than the students anticipated as it affects work hours, a negotiated item which would have to be resolved with the unions.

Budget: It appears there may be a \$400 million reduction in revenues and already there is a some agreement that Community Colleges' fees will be raised from \$26 to \$36 although now the Legislative Analyst Office (LAO) is proposing \$66 per unit, a 90 unit cap, and an elimination of funding for Athletics all together, a cap of PE and Fine Arts repeatability. The LAO does not have power on its own but has influence over legislature.

ARCC Report: The Institutional Development Department and the faculty Chair of the Skills for Success Committee have been invited to share the ARCC Report with the Senate at a meeting yet to be determined.

Program Review: The deadline for submission of the department Program Reviews was postponed until Monday, February 28, 2011 midnight.

Release/reassigned time: It was announced that selected faculty receive release time to chair committees/projects. There was a discussion about proposing that release time be advertised so interested faculty may apply and that with the release time posting come a detailed description of the work involved, the purpose of the position, and the duration of the assignment. This action may make the opportunities for leadership more accessible to all faculty. Chris Blakey who was in attendance at this Senate meeting explained that the union is asking to negotiate this very issue.

- Report of Senate Vice President, David Andrus

Policy Review Committee: The Senate's Policy Review Committee meets the second and fourth Monday of the month. The committee is currently reviewing the Counseling Policy that was submitted to the Policy Council but has been returned to the Senate because of substantial change. The Committee may be ready to bring the Counseling Policy back to the Senate at the next Senate meeting. Another policy under review is Academic Renewal. David has asked Diane Fiero and Mike Wilding to please give us a list of policies that may be coming our way so that the committee may plan ahead. The next meeting is Monday, February 28, 2011 in BONH 330.

PAC-B: David will not be able to attend the next PAC-B meeting but Lea Templer will be in attendance and can report back to Senate on PAC-B for him.

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

- Ann Lowe from The Curriculum Committee:
 - Curriculum Summary for December 6, 2010 was presented and approved by the Senate
 - Spring semester agenda will focus on new courses that affect degrees in order to have as complete and accurate a new catalog as possible.

- Curriculum Committee supports the SLO Committee's position that all certificates of any size have a SLO.
- Curriculum Committee supports the Academic Senate's recommendation that college's give credit for IB tests.
- March 21st is the deadline to submit hybrid DLA's in order to offer courses in the fall semester in the hybrid format.
- Jennifer Brezina and Nicole Lucy from the SLO Coordinating Committee:
 - Jennifer Brezina is the Interdisciplinary Program SLO Coordinator and Paul Wickline is the SLO Software Coordinator and Nicole Lucy is the SLO Training and Communication Coordinator. Each coordinator is given 25% release time for their assignments.
 - They provided the Senate with an explanation of SLOs, links for “Resources”, and suggested Department Benchmarks to help the department reach proficiency by Fall 2012 as required for accreditation. Changes in SLOs must be processed through the Curriculum Committee to be in compliance.

II. Unfinished Business

The Senate was reminded that the following items remain unresolved:

- Discontinued of Program
- Proctoring Exams for Students in Online Classes
- Senate proposal for Board Policy Revision: BP 536 Academic Standards
- Senate Proposal for NEW Policy: Graduation

III. Discussion Items

- International Baccalaureate Credit Policy Proposal: Joan Jacobson, Student Services Division representative on the Senate explained that IB programs are academically rigorous and comparable to AP classes and exams at the high schools level. The state Senate is recommending that local Senates develop policies to use IB exam results just as we do with AP exams since more and more students are coming to the community colleges with them. IB exams are sometimes considered more challenging. How IB exam results would be used to meet courses and units earned would be published in the COC Catalog just as we do for AP exams. Senators were referred to the chart included in the agenda for reference. The CSU and UC campuses already accept IB exams for credit. IB exams will be coming back to the Senate as an action item in March.
- Academic Senate Constitution: Vice President David Andrus apologized for any confusion on the emails of the constitution from our last meeting. We have both copies attached on the agenda. He has only had two inquiries/suggestions from faculty. They would like the reference to Tenure to be consistent throughout the document. He will be talking with Chris Blakey to be sure we are not in opposition to the COCFA contract. There was discussion about how to split a tie vote in the Curriculum Committee. The Curriculum Committee Co-Chairs would vote. If the Curriculum Co-Chairs did not break the tie, then it was suggested that language be included to state that the Senate would cast

the deciding vote in such a case. If there was a tie in the Senate vote then the Senate President would cast the final tie breaking vote. The Senate decided to put the proposed Constitution on the Senate agenda as an action item at the next Senate meeting. The Elections Committee of the Senate will then prepare the election in April for faculty to vote on the revised Constitution endorsed by the Senate as well as vote for next year's Senators-at-large. Lea, who is the Elections Committee Chair, requested help for the election. Jose Martin volunteered to help. If anyone is interested please contact the Senate Office or Edel.

IV. Action Item (The following item was moved to an Action Item)

- **Joint Resolution:** Dr. Van Hook had asked David and Edel to give their input on Board of Trustees resolution No. 2010/11-07: *In Support of California Community Colleges Budget Priorities and Principles*. Dr. Van Hook was glad that both the Senate President and VP worked on this. The Student Government together with the Board of Trustees signed the resolution last night at their joint Board meeting. If the Senate also passes the resolution, it will be the first time that COC issues a joint resolution by all three parties: Board of Trustees, Student Government, and Academic Senate. The Senate voted and **approved** the resolution unanimously.
- A minor change in Procedures for Merging/Splitting Departments and Programs was approved. See changes in document which is part of today's agenda. The Senate voted and **approved** this minor change.
- Discipline assignments for the following were **approved**:
 - Jeannie Chari
 - Vincent Devlahovich
 - Jon Amador
 - Hanzel Cruz
 - Dora Lozano

Changes in the Nanotechnology discipline were tabled at the request of the Disciplines and Equivalencies Committee of the Senate pending further review.

V. Adjournment: 4:35 p.m.

CURRICULUM COMMITTEE SUMMARY

February 17th, 2011

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 February 9th 2011:

Members present: Backes, Patrick – Curriculum 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; Lucy, Nicole – Social Science & Business; Marengo, Anne – Member at Large; Richter, Christy – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health
Members absent: Adjunct Faculty (Vacant); Solomon, Diane – Member at Large

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
FIRETL	10E	Annual Ocean Lifeguard Recertification/In-service Permanent	Change to 11.25 units to reflect new ISA unit/hour matrix - Approved	R. Theule
PUBSAF	10AL	Supervisory Line Deputy – Supervisory Course	Change to 0.75 units to reflect new ISA unit/hour matrix – Approved	R. Theule
PUBSAF	20AP	Radar Operator School	Change to 2 units to reflect new ISA unit/hour matrix – Approved	R. Theule

Program	Degree/Certificate	Description of action	Author
Mathematics	A.A. Degree	Change from A.A. to A.S. Degree as stipulated by recent legislation (SB 1440) – Approved	M. Sherry
Web Publishing and Design	A.S. Degree & Certificate of Achievement	Replace GMD-242 with GMD-177 in program outlines - Approved	A. Strozer

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
CMPNET	185	MS Network Infrastructure	No longer being offered – Approved	L. Hilliard
CMPNET	186	MS Active Directory	No longer being offered – Approved	L. Hilliard
NC.OAD	ART01	Watercolor Painting for Older Adults	Course will not be offered in the near future – Approved	K. Kistler
NC.OAD	ART02	Painting for Older Adults	Course will not be offered in the near future – Approved	K. Kistler
NC.OAD	ART03	Drawing – Beginning through Advanced for Older Adults	Course will not be offered in the near future – Approved	K. Kistler
NC.OAD	CR01	Creating a Safe Home Environment	Course will not be offered in the near future – Approved	K. Kistler
NC.OAD	MUSC4	Creative Expression for Older Adults: Symphonic Band	Course will not be offered in the near future – Approved	K. Kistler
NC.OAD	MUSC6	Creative Expression for Older Adults: Chamber Music	Course will not be offered in the near future – Approved	K. Kistler
WATER	060	Wastewater Treatment and Disposal I	No longer being offered, not required for Water Systems Technology Degree or Certificate – Approved	R. Blasberg
WATER	061	Wastewater Treatment and Disposal II	No longer being offered, not required for Water Systems Technology Degree or Certificate – Approved	R. Blasberg
WATER	062	Wastewater Treatment and Disposal III	No longer being offered, not required for Water Systems Technology Degree or Certificate – Approved	R. Blasberg
WATER	098	Special Topics in Water Technology	No longer being offered – Approved	R. Blasberg

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
CHEM	151	Preparatory General Chemistry	Separated content into lecture & lab, updated texts – Approved	A. Benedicto
CONST	108	Introduction to Construction Inspection and Codes	Added objectives, updated texts – Approved	R. Blasberg
MUSIC	100	Fundamentals of Music	Added SLO , added objectives, expanded content, updated text – Approved	B. Feldman
MUSIC	107	History of Rock and Roll	Added DLA, added SLO's (2) , added objectives, updated text. – Approved	KC Manji
MUSIC	142	Electronic Music Composition	Revised descriptions, revised SLO's (2) , revised objectives, updated text – Approved	B. Feldman
MUSIC	146	Electronic Music for the Stage	Revised descriptions, revised SLO's (2) , revised objectives, updated text – Approved	B. Feldman
MUSIC	189	Individualized Music Lessons	Changed to 1 unit lab, revised SLO , revised content – Approved	KC Manji
NANO	010	Introduction to Nanotechnology	Revised content – Approved	D. Martinez
NURSNG	114	Fundamentals of Nursing	Revised content – Approved	A. Vo
NURSNG	124	Beginning Medical Surgical Nursing	Revised content – Approved	A. Shennum
NURSNG	234	Intermediate Medical Surgical Nursing	Revised content – Approved	D. Baker
NURSNG	236	Maternal Child Nursing	Revised content – Approved	T. Rorick
NURSNG	240	Advanced Medical Surgical Nursing and Leadership	Revised content – Approved	V. Malinoski

NEW COURSES:

Subject	#	Title	Description of action	Author
GEOG	104	World Regional Geography	3 units, 54 hours lecture. Class size 35, not repeatable. Added SLO – Approved	V. Devlahovich
GEOL	104	Natural Disasters	3 units, 54 hours lecture. Class size 35, not repeatable. Added SLO's (3).	V. Devlahovich
MATH	140H	Introductory Statistics – Honors	4 Units, 85 hours lecture. Class size 25, not repeatable. Added SLO, added prerequisite of MATH-070 – Approved	A. Morrow J. Gerda
PSYCH	172H	Developmental Psychology – Honors	3 Units, 54 hours lecture. Class size 25, not repeatable. Added SLO, added prerequisite of ENGL-101 – Approved	T. Mahan

NEW PREREQUISITES:

Subject	#	Title	Enrollment Limitation	Author
MATH	140H	Introductory Statistics – Honors	Prerequisite of MATH-070 – Approved	A. Morrow J. Gerda
PSYCH	172H	Developmental Psychology – Honors	Prerequisite of ENGL-101 – Approved	T. Mahan

NEW DISTANCE LEARNING ADDENDUMS:

Subject	#	Title	Method of Delivery	Author
MUSIC	107	History of Rock and Roll	100% online, Hybrid – Approved	KC Manji

STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
NANO	010	Introduction to Nanotechnology	– Approved	D. Martinez

Discussion Items:

1. Kristin Houser gave a quick update to the Curriculum Committee regarding the Solar and Plumbing curriculum that will be submitted to the Curriculum Committee in Spring 2011.
2. The Curriculum Committee voted and has recommended that the Academic Senate adopt the proposed IB Credit Policy from the Academic Senate for California Community Colleges.
3. The Curriculum Committee voted and approved that all Degrees and Certificates at College of the Canyons need to include a program SLO, regardless of the total number of units the degree or certificate contain or if the degree or certificate does not need to be submitted to the California Community College Chancellors Office.

Programs Recently Approved by Chancellors Office:

None

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	0	New DLA's	1	Deleted Courses	12
Modified Courses	13	New SLO's	6	Deleted Programs	0
Modified Programs	2	Modified SLO's	5	Proposals Reviewed in Technical Review Session	48
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	5

Courses that are in need of the five-year revision in 2011-2012

Allied Health/Public Safety			
Course	Course Title	Date Approved	Current Stage
ADMJUS 202	Custody Assistant	11/17/2005	Archive old version
FIRETC 110	Wildland Fire Behavior	12/2/2004	4
FIRETC 120	Hazardous Materials	11/4/2004	4
FIRETC 198	Firefighter Inservice Training	5/12/2005	
NURSNG 080L	Beginning Nursing Laboratory	10/6/2005	1
NURSNG 082L	Advanced Nursing Laboratory	10/6/2005	1
NURSNG 103	Nursing Bridge	9/29/2005	
NURSNG 110	Fundamentals	9/15/2005	
NURSNG 111	Pharmacology	9/15/2005	
NURSNG 214	Gerontological Nursing	1/26/2006	
NURSNG 232	Advanced Medical-Surgical Nursing	9/15/2005	
Career Technical Education (CTE)			
Course	Course Title	Date Approved	Current Stage
ARCHT 096L	Open Architectural Drafting and CAD Lab	2/16/2006	
ARCHT 110	Architectural Drafting I	2/16/2006	
ARCHT 120	Design I - Elements of Architectural Design	2/16/2006	
ARCHT 160	AutoCAD for Architecture and Interior Design	2/16/2006	
ARCHT 190	Design II - Space Planning	2/16/2006	
ARCHT 220	Architectural Drafting II	2/16/2006	
CMPELC 130	Computer Electronics I	9/15/2005	

CMPNET 081L	Open Lab - Computer Networking	2/2/2006	
CMPNET 134	Network+ Certification	2/2/2006	
CMPNET 151	CCNA Prep 1	2/2/2006	
CMPNET 152	CCNA Prep 2	2/2/2006	
CMPNET 171	Security+ Certification	2/2/2006	
CMPNET 184	MS Client & Server OS	2/2/2006	7
CMPNET 187	MS Security	2/2/2006	7
CMPNET 188	MS SQL Server	2/2/2006	
CMPNET 189	MS Exchange Server	2/2/2006	
CMPNET 191	Linux/UNIX 1	2/19/2004	1
CMPNET 192	Linux/UNIX 2	2/19/2004	1
CMPNET 255	BGP Routing	2/2/2006	1
HRMGT 101	Introduction to the Hospitality Industry	2/16/2006	
HRMGT 210	Hotel and Restaurant Law	2/16/2006	
HRMGT 220	Restaurant Operations	2/16/2006	
HRMGT 225	Food Service Sanitation and Safety	2/16/2006	
HRMGT 235	Hotel and Restaurant Sales & Marketing	2/16/2006	
HRMGT 245	Hotel Restaurant Supervision and Guest Relations	2/16/2006	
HRMGT 275	Hospitality Industry Accounting	2/16/2006	
ID 097	Special Topics: Interior Design	12/1/2005	
WATER 020	Introduction to Water Systems Technology	11/3/2005	7
WATER 031	Advanced Waterworks Mathematics	11/4/2004	6
WELD 165	Pipe Welding Fundamentals	9/29/2005	

Education			
Course	Course Title	Date Approved	Current Stage
ECE 120	Child Growth and Development	9/2/2004	1
ECE 155	Science and Math for the Young Child	1/26/2006	
ECE 156	Literature and Language Development for the Young Child	1/26/2006	
ECE 160	Understanding and Education of Exceptional Children	1/26/2006	
ECE 165	Teaching Children in a Diverse Community	1/26/2006	
Fine & Performing Arts			
Course	Course Title	Date Approved	Current Stage
ART 091L	Art/Design Lab	12/1/2005	
ART 115	Art History: Impressionism to Present	12/1/2005	
ART 229	Landscape Painting	9/15/2005	
ART 235	Sculpture	1/26/2006	
ART 237	Fundamentals of Printmaking	12/1/2005	
ART 238	Printmaking - Intaglio	12/1/2005	
DANCE 107	Dance Conditioning	3/17/2005	1
DANCE 108	Pilates	9/15/2005	
DANCE 141	Introduction to Ballet Techniques	9/15/2005	
DANCE 159	Commercial Dance	9/15/2005	
MUSIC 185	Symphonic Band	10/7/2004	
MUSIC 190	Applied Performance	10/7/2004	
PHOTO 098	Photographic Workshops	12/1/2005	
PHOTO 140	History of Photography	1/26/2006	
PHOTO 160	Black and White Photography	1/26/2006	

PHOTO 171	Handmade Book and Photographic Reproduction Process	1/26/2006	
PHOTO 180	Documentary and Landscape Photography	1/26/2006	
PHOTO 295	Professional Practices and Portfolio	1/26/2006	
THEATR 127	Improvisational Performance	9/29/2005	
THEATR 144	Acting for the Camera	9/2/2004	1
Humanities			
Course	Course Title	Date Approved	Current Stage
CINEMA 121	History of American Cinema	12/1/2005	
CINEMA 123	American Cinema: Crossing Cultures	9/15/2005	
CINEMA 127	Great Film Makers	1/26/2006	
CINEMA 129	An Introduction to Film Genres	1/26/2006	
CINEMA 131	History of International Cinema	12/1/2005	
CINEMA 198	Special Topics in International Cinema	12/1/2005	
ENGL 225	Children's Literature	12/1/2005	
ENGL 275	Shakespeare	9/1/2005	4
ENGL 280	Women's Literature	3/4/2004	4
ENGL 281	Introduction to Science Fiction	12/1/2005	
FRNCH 198	Special Topics in French Language, Literature, and Culture	2/16/2006	
ITAL 150	Conversational Italian	2/17/2005	1
PHILOS 101	Introduction to Philosophy	9/15/2005	7
PHILOS 110	History of Early Philosophy	12/1/2005	
PHILOS 111	History of Philosophy-Renaissance Through the 19th Century	2/16/2006	
PHILOS 112	History of Philosophy - 20th Century Philosophy	1/26/2006	

PHILOS 230	Symbolic Logic	2/16/2006	
PHILOS 240	Contemporary Moral Problems	2/16/2006	2
SPAN 098D	Spanish Language and Culture: Latin America	6/18/2001	
SPAN 201	Intermediate Spanish I	9/1/2005	
SPAN 240	Latin American Literature	6/26/2001	1
Library Media Technology			
Course	Course Title	Date Approved	Current Stage
LMTECH 109	Library Audiovisual Resources	9/29/2005	
LMTECH 115	Internet in Libraries	9/29/2005	
Mathematics & Science			
Course	Course Title	Date Approved	Current Stage
BIOSCI 050L	Biology Computer Laboratory	12/1/2005	
BIOSCI 112	Field Biology of Regional Habitats	4/21/2005	1
BIOSCI 140	Principles of Human Genetics	11/17/2005	
BIOSCI 215	General Zoology	11/17/2005	
BIOSCI 216	General Botany	11/17/2005	
BIOSCI 219	Marine Biology	12/1/2005	
BIOSCI 221	Introduction to Microbiology	11/17/2005	
BIOSCI 240	Molecular Genetics	12/1/2005	
CMPSCI 192	PHP Programming	2/17/2005	1
GEOG 198	Special Topics In Geography	1/26/2006	
MATH 058	Algebra Preparation– Lecture	9/29/2005	

PHYSIC 101	Introduction to Physics	12/1/2005	
Non-Credit			
Course	Course Title	Date Approved	Current Stage
NC.BCSK AP	HSD Pre-Advanced Placement Seminar	1/26/2006	
NC.BCSK E04	HSD English 12	2/16/2006	
NC.BCSK H02	HSD Art 1B Digital	1/26/2006	
NC.BCSK H04	HSD Astronomy	1/26/2006	
NC.BCSK H06	HSD Modern Civilization	1/26/2006	
NC.BCSK H08	HSD Painting and Drawing Studio A/B	1/26/2006	
NC.BCSK H10	HSD Psychology	2/16/2006	
NC.BCSK H12	HSD Sociology	2/16/2006	
NC.BCSK M03	HSD Geometry I A/B/C	1/26/2006	
NC.BCSK M04	HSD Algebra II A/B	2/16/2006	
NC.BCSK M05	HSD Algebra II/Trigonometry	1/26/2006	
NC.BCSK M06	HSD Advanced Math Topics	2/16/2006	
NC.BCSK S02	HSD Spanish IB	1/26/2006	
NC.BCSK S04	HSD Spanish IIB	2/16/2006	
Program Development			
Course	Course Title	Date Approved	Current Stage
CULARTS 226	Food and Wine Pairing I	2/2/2006	
CULARTS 227	Food and Wine Pairing II	2/2/2006	

Social Science & Business			
Course	Course Title	Date Approved	Current Stage
ANTHRO 103	Cultural Anthropology	1/26/2006	
ANTHRO 210	Indians of California	1/26/2006	
ANTHRO 220	Magic, Witchcraft, and Religion	1/26/2006	
BUS 144	Business Mathematics	11/18/2004	7
BUS 160	Business Ethics	1/26/2006	
CIT 190	Principles of Electronic Commerce	1/26/2006	
COMS 190	Forensics	1/26/2006	
COMS 223	Small Group Communication	1/26/2006	
COMS 225	Strategies of Argumentation	1/26/2006	
HIST 115	United States History Since 1945	2/2/2006	
HIST 161	World History I	1/26/2006	
HIST 210	History of California	1/26/2006	
HIST 212	History of the Middle East	2/2/2006	
HIST 230	History of American Indians	1/26/2006	
PARLGL 106	Legal Analysis & Writing	5/12/2005	
PARLGL 108	Legal Research	5/12/2005	
PARLGL 140	Bankruptcy	3/17/2005	
PARLGL 180	Estate Planning	3/17/2005	
PSYCH 102	Physiological Psychology	11/3/2005	1
PSYCH 103	Introduction to Behavioral Research Methods	11/3/2005	

Student Services			
Course	Course Title	Date Approved	Current Stage
GENSTU 096	Literacy Tutor Practicum	4/3/2003	
GENSTU 299	Honors Colloquy	12/6/2001	

EDUCATION CODE

SECTION 88240-88249

88240. This article may be cited as the Instructional Aide Act of 1968. The provisions of this article shall apply to personnel referred to in Section 72401 or any other section enacted before or after November 13, 1968, who perform the duties of instructional aides.

88241. The Legislature recognizes the need to provide classroom instructors and other faculty with more time to instruct and to provide the means for them to utilize their professional knowledge and skills more effectively in the educational programs of the public schools. It is the intent of the Legislature to authorize the employment of instructional aides in order that classroom instructors and other faculty may draw upon the services of instructional aides to assist them in ways determined to be useful in improving the quality of educational opportunities for students.

88242. Instructional aides shall not be utilized to increase the number of students in relation to the number of classroom instructors in any community college district.

All instructional aide positions in a community college district shall be assigned the basic title of "instructional aide" or other appropriate title designated by the governing board. To provide for differences in responsibilities and duties, additions to the basic title may be assigned such as "instructional aide I or II" or "instructional aide--volunteer," or other appropriate title.

88243. As used in this article, "instructional aide" means a person employed to assist classroom instructors and other faculty in the performance of their duties and in the supervision of students and in instructional tasks which, in the judgment of the faculty to whom the instructional aide is assigned, may be performed by a person not qualified as a classroom instructor.

88244. (a) Subject to the provisions of this article, any community college district may employ instructional aides to assist classroom instructors and other faculty in the performance of duties as defined in Section 88243. An instructional aide shall perform only such duties as, in the judgment of the faculty to whom the instructional aide is assigned, may be performed by a person not qualified as a classroom instructor. These duties shall not include assignment of grades to students. An instructional aide need not perform such

duties in the physical presence of the instructor but the faculty member shall retain responsibility for the instruction and supervision of the students in his or her charge.

(b) Educational qualifications for instructional aides shall be prescribed by the community college district employer and shall be appropriate to the responsibilities to be assigned.

88245. No instructional aide shall give out any personal information concerning any student who is not his or her own child or ward, except under judicial process, to any person other than a faculty member or administrator in the college which the student attends. A violation of this section may be a cause for disciplinary action, including dismissal.

88247. (a) An instructional aide shall not be deemed an academic employee for the purposes of apportioning state aid and no regrouping of students with instructional aides shall be construed as a class for apportionment purposes.

(b) Instructional aides shall be classified employees of the district, and shall be subject to all of the rights, benefits, and burdens of the classified service, except as specified in Section 88005 for "restricted" positions.

88248. The community college district shall pay to each person employed as an instructional aide compensation at a rate not less than the minimum hourly rate prescribed by federal law.

88249. Notwithstanding the provisions of this article, or any other provisions of law, a community college district may utilize volunteers in the supervision and instruction of students, but any such volunteer shall be subject to the provisions of Section 72401 and this article.

Source:

<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody=&hits=20>

**COLLEGE OF THE CANYONS
ACADEMIC SENATE CONSTITUTION
PROPOSED, SPRING 2011**

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

Section 1 - 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 be to recommend, 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 – DEFINITIONS

Section 1 - For the purposes of this Constitution, the term “tenured” faculty refers to regular employee and the term “tenure track” faculty refers to probationary and, or contract employee as defined by Education Code Section 87661(d) and 87661(b), respectively.

ARTICLE IV – 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 Representative from each Division
- F. 1 At large representative per every 40 tenured/tenure track faculty members
- G. Faculty Chair of the Curriculum Committee (Ex Officio).

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

- 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 Associated Student Government.

Section 3 – In the event a vote of the Senate for any matter being decided upon results in a tie, the deadlock will be broken by the vote and judgment of the President of the Academic Senate.

Section 4 – The term of office for all Senators shall commence July 1 and end June 30.

Section 5 – 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 Spring Semester.
- C. The At-Large Senators will be elected by a plurality of the tenured and 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 the Fall, of 2011 in order to initiate the staggering process.
- E. 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. 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.
- 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 Senate.

Section 6 – 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 shall be filled in the manner prescribed by a plurality vote of the Senators.
- B. Vacancies in the office of Division Senator shall be filled by a plurality vote 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 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 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 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 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 V – 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.

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 Chair of the Curriculum Committee shall serve a two year term, subject to reconfirmation by a majority vote of the Academic Senate every two years during the Spring semester.

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. 1 Adjunct Representative
- E. Chief Instructional Officer or designee from the Office of Instruction.

E.1 – The Chief Instructional Officer or designee from the Office of Instruction may serve as Administrative Co-Chair of the Curriculum Committee.

E.2 – Every two years during the Spring Semester the Chief Instructional Officer will confer with the Senate as to the status and performance of the Administrative Co-Chair.

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

Section 6 - The Faculty Chair and Administrative Co-Chair of the Curriculum Committee will exercise their voting rights on that Committee only in the event of a tie vote of other voting members. In the event the Co-Chairs split their two votes by casting opposing votes, the matter to be decided will be resolved by a majority vote of a quorum of the Senate.

ARTICLE VI – 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 operating procedures and, or, bylaws of all standing sub-committees of the Academic Senate, shall be approved by a majority of the Academic Senate.

Section 4 – The President will inform and update the Senate, 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 VII – 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 may select an alternate 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. A Division Senator, who anticipates their nonattendance at a Senate meeting, 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 VIII – QUORUM

Section 1 - 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 is not required for a quorum.

ARTICLE IX – AMENDMENTS

Section 1 - This Constitution may be amended by a two-thirds vote of a quorum of the Senate and ratified by a majority vote of the tenured/tenure track faculty.

ARTICLE X – 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.

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, Spring 2011