

COLLEGE OF THE CANYONS
Academic Senate Agenda
September 15, 2011 at 3:00 – 4:30 p.m. BONH 330

I. Routine Matters

- Call to Order
- Introduction and Welcome of Guests & New Senators
- Approval of Agenda
- Approval of Academic Senate Meeting Summary for May 26, 2011 (p.2-3)
- President's Report
- Adoption of Consent Calendar Items:
 - a) Approval of Curriculum Committee Meeting Summary of September 8, 2011 (p.4-6)
 - b) Approval of Minimum Qualifications/Equivalencies
 - Heidi Bednar, Chemistry (p.7)
 - Carmen Dominguez, Dean, Fine Arts (p.8)
 - Dr. Peter Parrish, Physics, Astronomy (p.9)
 - c) Approval of Faculty Appointments to Collegial Consultation Committees (p.10)
 - d) Approval of Proposed Administrator Retreat Rights (p.11)
- Approval of Department Name Change Recommendation/Proposal(s) Form (p.12):
 Report of Committees
 - Curriculum Committee – Ann Lowe (p.13-17)
 - Elections Committee – Lea Templer

II. Unfinished Business

- Proctoring Exams for Students in Online Classes – pending Library expansion
- Proposal for New Procedures: Counseling Services – in Policy Committee
- Proposal for New BP and Procedures: Associate Degree & Certificates – in Policy Committee
- SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
- Proposal to Merge Departments: Engineering/Physics/Nanotechnology – in Committee
- Proposal of New BP: Discontinuance of Program – in Policy Committee
- Use of TAs –in Policy Committee

III. Discussion Items

- Basic Skills Initiative (BSI) Action Plan (See attached)
- Emeriti Scholarship
- Priority Registration (p.18-19)

IV. Action items

- Confirmation of Adjunct Faculty Elected to Senate 2011-2012
- Approval of Proposed Changes to BP 5910 Basic Skills Limitations (p.20)
- Approval of Proposed Changes to AP 5910 Basic Skills Limitations (P.21)

V. Announcements

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be *September 29, 2011*
 As always everyone is welcomed.

Summary of Academic Senate Meeting of May 26, 2011

Attendance: Edel Alonso, David Andrus, Lee Hilliard, Joan Jacobson, Lea Templer, Sarah Burns, Ana Palmer, Ruth Rassool, Jennifer Brezina, Jose Martin, Mark Daybell, Michael Sherry, Pamela Borrelli, Ann Lowe, Regina Blasberg, Chris Blakey, Michael Sherry, Isao Uesugi, Lisa Helfrich, Wendy Brill, Omar Torres, and Nicole Lucy

I. Routine Matters

1. **Call to order:** Edel Alonso called the meeting to order at 3:15 p.m. The Senate summary was approved. If there are any grammatical errors please let Lita know. Michael McMahan was left off the summary from May 12, 2011 as Emeriti Status. He will be added.

2. **Report of Officers**

Report of Dr. Edel Alonso, Senate President:

Edel reported that this has been a wonderful year and that as Senate we have accomplished so much. She thanked everyone for their hard work and appreciated all that was accomplished.

Edel informed the Senate that she will get the Senate Newsletter out before we leave for the summer

Edel informed the Senate that while at the Plenary Session she picked up some Senate pins and will give those to the Senators to wear for June 3rd graduation.

Report from the Senate Vice President, David Andrus:

David reported that he had heard back on legalities on TA's and basically what they are saying is we have to come up with own procedures. So he, Marlene Demerjian, and Cherie Choate will work on a draft to bring back to the Senate as a whole.

David also wanted to let the Senate know that some rumors have gone around that he has been sick and this was due to the work Edel had been giving him. He wanted everyone to know that is not true.

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

Curriculum Committee: The summary of the May 19 meeting was approved and along with the Curriculum calendar. A copy was passed around because some pages were missing from the agenda.

Elections Committee: Lea Templer, Chair, reported that Ana Palmer will be the Senator to replace Rebecca Eikey as representative of the Math and Science Division since Rebecca is going on maternity leave. Lori Brown will replace Pamela Borrelli representing Allied Health since Pamela is retiring.

II. Unfinished Business

The Senate was reminded that the following items remain unresolved:

- Proposal for New BP: Discontinuance of Program – in Policy Sub Committee
- Proposal for New BP: Associate Degree & Certificates – in Policy Sub Committee
- Proctoring Exams for Students in Online Classes – pending Library expansion
- Proposal for New Procedures: Counseling Services – in Policy Committee
- SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations
- Use of TA's – in Policy Committee

III. Discussion Items

A Proposal to merge Departments: Engineering/Physics/Nanotechnology was submitted by David Martinez, Dept. Chair. An Ad Hoc committee will be formed in the Fall as per guidelines to process the request. If anyone is interested on being on that committee please let Edel or David know.

IV. Action Items

1. Proposal for revision of BP: Academic Standards was approved with the addition of, "Students must complete a designated workshop facilitated by counseling faculty. When the designated workshop is completed, a one-semester extension will be granted. At the end of the extension semester, continuance will be subject to the conditions of 5906.6 or 5906.7 as appropriate."
2. Confirmation of Ana Palmer to replace Rebecca Eikey as Senator for Math and Science was approved.
2. Proposal for revision of BP: Counseling Services was approved.

V. Announcements: None

VI. Adjournment: 3:50 p.m.

CURRICULUM COMMITTEE SUMMARY

September 8th, 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 September 1st, 2011:

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; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health.

Members absent: Green, Audrey – Co-Chair, Administrator; Jacobson, Joan – Student Services; Solomon, Diane – Member at Large;

DELETED COURSES on consent:

GENS TU	096	Literacy Tutor Practicum	Course has not been offered in 8 years – Approved.	M. Mahn
MATH	010	Math Lab for Mediated Learning	Course is no longer offered – Approved.	M. Sherry
MATH	011	Math Lab for Elementary or Intermediate Algebra	Course is no longer offered – Approved.	M. Sherry

MODIFIED COURSES on consent:

ART	295	Professional Skills for Artists	Updated and added texts – Approved.	J. Lorigan
BIOS CI	140	Principles of Human Genetics	Added SLO , revised objectives and content, updated text – Approved.	K. Cude
CMPN ET	133	Data Center	Changed title , revised descriptions, Revised SLO's (2) , revised objectives and content, added text – Approved.	L. Hilliard
ENVR MT	104	Energy Resources and Conservation	Revised SLO , revised objectives and content – Approved.	V. Devlahovich
FIERT C	120	Hazardous Materials	Revised descriptions, added SLO , revised objectives and content, updated text – Approved.	S. Dixon
GENS TU	104	Tutoring Methods	Added prerequisite – must meet minimum qualification of tutor position – Approved.	M. Mahn
PHILO S	101	Introduction to Philosophy	Added SLO , revised objectives and content, updated texts – Approved.	C. Blakey
PHILO S	240	Contemporary Moral Problems	Added SLO , revised objectives and content, updated texts – Approved.	C. Blakey
WELD	101A	Introduction to Shielded Metal Arc Welding	Reduced class size to 22, changed to 2.5 units , revised descriptions, Revised SLO's (4) , revised content and objectives, updated texts – Approved.	T. Baber

MODIFIED PROGRAMS on consent:

Computer Networking	A.S. Degree	CMPELC-130 removed from required courses, replaced with CMPSCI 111 & 111L. CMPSCI-122 & 182 added as recommended electives – Approved.	L. Hilliard
Computer Networking	Certificate of Achievement	CMPELC-130 removed from required courses, replaced with CMPSCI 111 & 111L. CMPSCI-122 & 182 added as recommended electives – Approved.	L. Hilliard

NEW ISA COURSES on consent:

FIRETR	10JA	Training Instructor 1A	2.5 Units, 40 hours lecture. Class size 25, Unlimited repeats. Added SLO's (2), added Fire Academy Prerequisite – Approved.	J. Williams
FIRETR	30AM	S230 Fire Crew Supervisor	1.5 Units, 24 hours lecture. Class size 40, Unlimited repeats. Added SLO's (2), added Fire Academy Prerequisite – Approved.	J. Williams
FIRETR	30AN	S231 Engine Boss – Single Resource	1.5 Units, 24 hours lecture. Class size 40, Unlimited repeats. Added SLO's (2), added Fire Academy Prerequisite – Approved.	J. Williams
FIRETR	30T	S244 Field Observer	.75 Units, 8 hours lecture, 12 hours lab. Class size 40, Unlimited repeats. Added SLO's (2), added Fire Academy Prerequisite – Approved.	J. Williams

NEW COURSES

GIS	101	Introduction to Geographic Information Systems	3 Units, 54 hours lecture. Class size 35, not repeatable. Added SLO – Approved.	V. Devlahovich
MATH	075	Intermediate Algebra for Statistics	5 Units, 90 hours lecture. Class size 35, not repeatable. Added SLO, added prerequisite of MATH-058 or MATH-059 or appropriate placement test – Approved.	M. Teachout

MODIFIED PROGRAMS

Land Surveying	A.S. Degree	Removed GEOG-151 (archived course), replaced with GIS-101. Total required units now 33– Approved.	R. Blasberg
Land Surveying	Certificate of Achievement	Removed GEOG-151 (archived course), replaced with GIS-101. Total required units now 33– Approved.	R. Blasberg

NEW PREREQUISITES:

FIRETR	10JA	Training Instructor 1A	Added Fire Academy Prerequisite – Approved.	J. Williams
FIRETR	30AM	S230 Fire Crew Supervisor	Added Fire Academy Prerequisite – Approved.	J. Williams
FIRETR	30AN	S231 Engine Boss – Single Resource	Added Fire Academy Prerequisite – Approved.	J. Williams
FIRETR	30T	S244 Field Observer	Added Fire Academy Prerequisite – Approved.	J. Williams
GENSTU	104	Tutoring Methods	Added prerequisite – must meet minimum qualification of tutor position – Approved.	M. Mahn
MATH	075	Intermediate Algebra for Statistics	Added prerequisite of MATH-058 or MATH-059 or appropriate placement test – Approved.	M. Teachout

Discussion Items:

- Stand alone training:** The stand alone training was completed for all committee members.
- Curriculum Institute:** Ann Lowe provided a report from Curriculum Institute.
- Prerequisite recommendation:** The Curriculum Committee voted to recommend that the Academic Senate examine the new method of approving prerequisites outside of a discipline and decide if we wish to adopt this process at College of the Canyons.
- Curriculum Procedures:** The curriculum procedures were approved by the Curriculum Committee and will be submitted to the Academic Senate for approval.
- Technical review sign ups.**
- New at-large member needed:** Anne Marenco is now the new Social Science & Business committee representative. The Curriculum Committee requests that the Academic Senate announce to the faculty that the Curriculum Committee now needs an additional at-large member.

New Courses Includes ISA's	6	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	3
Modified Courses	9	New SLO's	14	Deleted Programs	-0-
Modified Programs	4	Modified SLO's	7	Proposals Reviewed in Technical Review Session	27
New Non Credit Courses	-0-	New Prerequisites	8	Proposals Returned from Technical Review Session	5

HUMAN RESOURCES OFFICE

Date: June 30, 2011

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Discipline Assignment – Heidi Bednar

The following information is provided for discipline assignment

Ms. Heidi Bednar

Ms. Bednar has been hired as a full-time Chemistry Instructor, effective start date August 12, 2011. The following is provided for discipline assignment.

M.S., Chemistry, The University of Iowa
B.S., Chemistry, Minnesota State University, Mankato

It would appear that Ms. Bednar qualifies for the discipline(s) of:

- Chemistry

cc: Lita Wangen

HUMAN RESOURCES OFFICE

Date: July 28, 2011

To: Dr. Edel Alonso
President, Academic Senate

From: Julianna D. Mosier
Sr. Human Resources Generalist

Subject: Discipline Assignment – Dr. Carmen Dominguez

The following information is provided for discipline assignment:

Dr. Carmen Dominguez

Dr. Dominguez has been hired as the Division Dean, Fine & Performing Arts, effective start date August 8, 2011. The following is provided for discipline assignment:

Doctor of Musical Arts, Johns Hopkins University Peabody Conservatory of Music
M.M., Music, San Diego State University
B.A., Music, San Diego State University

It would appear that Dr. Dominguez qualifies for the discipline(s) of:

- Music

cc: Lita Wangen

HUMAN RESOURCES OFFICE

Date: August 1, 2011
To: Dr. Edel Alonso
President, Academic Senate
From: Julianna D. Mosier
Sr. Human Resources Generalist
Subject: Discipline Assignments – Dr. Peter Parrish

Dr. Peter Parrish

Dr. Parrish has been hired as the Alternative Energy Instructor, effective start date August 12, 2011. The following is provided for discipline assignment:

Ph.D., Physics, University of California, Berkeley
B.A., Physics, University of Colorado, Boulder

It would appear that Dr. Parrish qualifies for the discipline(s) of:

- Physics/Astronomy

Dr. Parrish also needs his qualifications reviewed for the disciplines of: Electronics, Electronic Technology, Construction Technology, Electricity & Plumbing.

Dr. Parrish has 6+ years designing, fabricating & evaluating electronic devices and software development for the modeling and simulation of these systems while working for Alpha Industries, RCA and EEsof. (Disciplines: Electronics & Electronic Technology)

Dr. Parrish has 9+ years designing, selling and installing photovoltaic and solar hot water systems while working for California Solar Engineering. He earned his NABCEP (North American Board of Certified Energy Practitioners) PV Installer certification. He also has 2+ years working with New Technology Training Institute developing an 80 hour lecture and laboratory sequence, and delivering the instruction, for PV Installation. He has taught photovoltaic classes at Pierce College, College of the Desert and Santa Monica College. (Disciplines: Electricity, Plumbing & Construction Technology)

Please advise if the experience above qualifies Dr. Parrish for the disciplines of:

- Electronics
- Electronic Technology
- Electricity
- Plumbing
- Construction Technology

cc: Lita Wangen

COLLEGE OF THE CANYONS
Academic Senate Memorandum

TO: Members of the Academic Senate
FROM: Dr. Edel Alonso, Academic Senate President
DATE: September 11, 2011
RE: ACADEMIC SENATE APPOINTMENTS TO COLLEGIAL
CONSULTATION COMMITTEES 2011-2012

The College of the Canyons *Decision Making Guide* (2008, pages 31-38) describes the membership of campus wide collegial consultation teams at College of the Canyons, which include faculty representative(s) appointed by the Academic Senate President on an annual basis.

Below please find the list of such Collegial Consultation Committees and the faculty members appointed by the Academic Senate President to serve in the 2011-2012 academic year:

- ✓ **College Planning Team:** Claudia Acosta, Edel Alonso, Leslie Bretall, Mojdeh Mahn, Jose Martin, Lea Templer
- ✓ **College Policy Council:** Edel Alonso, David Andrus, Jane Feuerhelm
- ✓ **Enrollment Management:** Edel Alonso, David Andrus, Jennifer Brezina, Denee Pescarmona, Deanna Riveira
- ✓ **Facilities Master Plan Task Force:** Jeannie Chari (COCFA Representative)
Dorothy Minarsch (Academic Senate Representative)
- ✓ **President's Advisory Council – Budget:** Edel Alonso, David Andrus, Miriam Golbert, Mojdeh Mahn, Bob Maxwell, Lea Templer, Stan Wright
- ✓ **Safety Committee:**
- ✓ **Technology Committee:** Diane Baker, Tamy Bathke, Wendy Brill-Wynkoop, Marlene Demerjian, Ron Dreiling, Kathy Flynn, Rick Howe, Victor Jadaon, Adam Kempler, Sydney Shanks, Diane Sionko, Phylise Smityh, Boo Su

Retreat Rights

Tenured Administrators

Aug. 25, 1986	Mohney, Len	Physical Education, Education
Jul. 1, 1988	Van Hook, Dianne	Psychology, counseling and Guidance, Education
Jul. 21, 1988	Pelkey, Bruce	History, Counseling, Education, DSP&S
Aug. 23, 1988	Crowther, Susan	Biology, Education, Chemistry
Aug. 23, 1989	Stewart, Diane	Child/ECE, Education
Nov. 1, 1989	Green, Audrey	Counseling, Education
Aug. 22, 1990	Moos, Floyd	English, Education
Aug. 22, 1990	McMahan, Mike	Philosophy
Jan. 4, 1999	Robinson, Patricia	Sociology
Jul. 19, 1999	Glapa-Grossklag, James	History, Humanities, Education
Jan. 4, 1999	Morey, Diane	Nursing, Health, Education

Non-tenured Administrators

Oct. 28, 1991	Joslin, Mike	Counseling and Guidance, Journalism
May 5, 1997	Wilding, Mike	Anthropology, Education
Nov. 22, 1999	Gribbons, Barry	Psychology, Education
May 15, 1997	Maloney, Dena	Political Science, Education
Mar. 24, 1997	Rio, Debbie	English
Nov. 26, 2001	Michaelides, Anthony	Psychology, Counseling
Nov. 8, 2004	Fiero, Diane	Psychology & Sociology
Aug. 10, 2006	Kistler, Kevin	Business, Education
Sept. 5, 2006	Houser, Kristin	Business, Psychology
Sept. 24 20-07	McLean, Steve	Administration of Justice
Apr. 1, 2008	Wood, Murray	Counseling
Oct. 1, 2007	Theule, Ryan	History
Dec. 7, 2007	Makevich, John	Earth Science (Geology)
Aug. 12, 2010	Dorroh, Cynthia	Nursing, Health
Aug. 12, 2010	Torres, Omar	Chemistry
Aug. 8, 2011	Carmen Dominguez	Music

COC - Department Name Recommendation Form/Proposal

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Notification & Approval:	Signature	Date
Department Chair	_____	_____
Division Dean/Program Director	_____	_____
Curriculum Committee Chair	_____	_____
Articulation Officer	_____	_____
Academic Senate President	_____	_____
CIO/CSSO	_____	_____
Vice President of HR	_____	_____

**Curriculum Committee
Courses Needing Revision 2011-2012**

Course	Course Title	Date Approved	Stage
ADMJUS 202	Custody Assistant	5/7/2009	Approved

FIRETC 110	Wildland Fire Behavior	4/21/2011	Approved
FIRETC 120	Hazardous Materials	11/4/2004	7
FIRETC 198	Firefighter Inservice Training	5/12/2005	

NURSNG 080L	Beginning Nursing Laboratory	5/5/2011	Archived
NURSNG 082L	Advanced Nursing Laboratory	5/5/2011	Archived
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	

Course	Course Title	Date Approved	Stage
ARCHT 096L	Open Architectural Drafting and CAD Lab	2/16/2006	7
ARCHT 110	Architectural Drafting I	2/16/2006	7
ARCHT 120	Design I - Elements of Architectural Design	2/16/2006	7
ARCHT 160	AutoCAD for Architecture and Interior Design	2/16/2006	7
ARCHT 190	Design II - Space Planning	2/16/2006	6
ARCHT 220	Architectural Drafting II	2/16/2006	7

CMPELC 130	Computer Electronics I	9/15/2005	
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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	4/21/2011	Archived
CMPNET 187	MS Security	4/21/2011	Archived
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	7
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WATER 020	Introduction to Water Systems Technology	3/17/2011	Approved
WATER 031	Advanced Waterworks Mathematics	3/17/2011	Approved

WELD 165	Pipe Welding Fundamentals	9/29/2005	
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Course	Course Title	Date Approved	Stage
ECE 120	Child Growth and Development	9/2/2004	7
ECE 155	Science and Math for the Young Child	1/26/2006	1
ECE 156	Literature and Language Development for the Young Child	1/26/2006	1
ECE 160	Understanding and Education of Exceptional Children	1/26/2006	1
ECE 165	Teaching Children in a Diverse Community	1/26/2006	1

Course	Course Title	Date Approved	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	12/2/2010	Approved

PHOTO 098	Photographic Workshops	12/1/2005	
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PHOTO 140	History of Photography	1/26/2006	4
PHOTO 160	Black and White Photography	1/26/2006	4
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	Improvational Performance	9/29/2005	
THEATR 144	Acting for the Camera	3/17/2011	Approved

Humanities

Course	Course Title	Date Approved	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	2
ENGL 275	Shakespeare	3/31/2011	Archived
ENGL 280	Women's Literature	3/4/2004	2
ENGL 281	Introduction to Science Fiction	12/1/2005	

FRNCH 198	Special Topics in French Language, Literature, and Culture	2/16/2006	
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ITAL 150	Conversational Italian	2/17/2005	1
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PHILOS 101	Introduction to Philosophy	9/15/2005	7
PHILOS 110	History of Early Philosophy	12/1/2005	4
PHILOS 111	History of Philosophy-Renaissance Through the 19th Century	2/16/2006	4
PHILOS 112	History of Philosophy - 20th Century Philosophy	1/26/2006	4
PHILOS 230	Symbolic Logic	2/16/2006	4
PHILOS 240	Contemporary Moral Problems	2/16/2006	7

SPAN 098D	Spanish Language and Culture: Latin America	6/18/2001	
SPAN 201	Intermediate Spanish I	9/1/2005	
SPAN 240	Latin American Literature	8/14/2008	Archived

Library Media Technology

Course	Course Title	Date Approved	Stage
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LMTECH 109	Library Audiovisual Resources	9/29/2005	7
LMTECH 115	Internet in Libraries	9/29/2005	7

Mathematics & Science

Course	Course Title	Date Approved	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	7
BIOSCI 215	General Zoology	11/17/2005	
BIOSCI 216	General Botany	11/17/2005	
BIOSCI 219	Marine Biology	12/1/2005	1
BIOSCI 221	Introduction to Microbiology	11/17/2005	5
BIOSCI 240	Molecular Genetics	12/1/2005	6

CMPSCI 192	PHP Programming	2/17/2005	1
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GEOG 198	Special Topics In Geography	1/26/2006	
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MATH 058	Algebra Preparation– Lecture	9/29/2005	2
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PHYSIC 101	Introduction to Physics	12/1/2005	1
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Non-Credit

Course	Course Title	Date Approved	Stage
NC.BCSK AP	HSD Pre-Advanced Placement Seminar	1/26/2006	
NC.BCSK E04	HSD English 12	4/21/2011	Archived
NC.BCSK H02	HSD Art 1B Digital	1/26/2006	
NC.BCSK H04	HSD Astronomy	4/21/2011	Archived
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	4/21/2011	Archived
NC.BCSK M03	HSD Geometry I A/B/C	5/9/2011	Archived
NC.BCSK M04	HSD Algebra II A/B	5/9/2011	Archived
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	Stage
CULARTS 226	Food and Wine Pairing I	3/31/2011	Archived
CULARTS 227	Food and Wine Pairing II	3/31/2011	Archived

Social Science & Business

Course	Course Title	Date Approved	Stage
ANTHRO 103	Cultural Anthropology	1/26/2006	
ANTHRO 210	Indians of California	1/26/2006	1
ANTHRO 220	Magic, Witchcraft, and Religion	1/26/2006	4

BUS 144	Business Mathematics	3/17/2011	Approved
BUS 160	Business Ethics	1/26/2006	

CIT 190	Principles of Electronic Commerce	3/31/2011	Archived
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COMS 190	Forensics	1/26/2006	
COMS 223	Small Group Communication	1/26/2006	
COMS 225	Strategies of Argumentation	1/26/2006	2

HIST 115	United States History Since 1945	2/2/2006	6
HIST 161	World History I	1/26/2006	2
HIST 210	History of California	1/26/2006	6
HIST 212	History of the Middle East	2/2/2006	6
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	Stage
GENSTU 096	Literacy Tutor Practicum	4/3/2003	7
GENSTU 299	Honors Colloquy - being revised as INTERD-050	12/6/2001	7

Registration Priorities at College of the Canyons

Below is the list of when registration starts for each group of students. Also listed are a few facts regarding registration that are important to remember.

Special Population Students

For Fall, 2011 registration began on July 20, 2011 for special population students. Special population groups are:

- EOPS/CARE and CalWORKs – established by law
- DSPS – established by law
- Veterans – established by law
- Athletes – established by district choice
- Student Government – established by district choice
- MESA – established by grant agreement
- AOC - established by grant agreement

Special population students may register for two days, then they are blocked out of registration until their regular registration day and time. There are 2,666 students in the special population group for Fall, 2011.

Regular Registration

Regular registration priorities are designed to give the earliest date to the students with the fewest choices of classes to complete their degree or certificate. The system also recognizes persistence and seniority at the College.

They register in the following order:

- A block- Students with 45-99.9 units
- B block- Students with 30-44.9 units
- C block- Students with 15-29.9 units
- D block- Students with 0-14.9 and over 100 units
- E block- Returning Students
- F block- New, matriculated students
- G block- New, non-matriculated students
- H block- High school students

Registration appointments are assigned between Monday and Thursday from 7am to 6pm. These are the hours that A&R staff are available to assist students.

Actual registration, through **My Canyons**, is open to students from 7am to 2:30am daily. Students are free to register during these hours after their appointed day and time - until the beginning of the semester.

Notes:

- District policy has established that students with over 100 units give up their registration priority to those still moving toward degree or certificate completion. This is consistent with most colleges and universities and recommended by the Chancellor's Office.
- High school students are now 11-12th graders only. The only exceptions are AOC students, Santa Clarita Youth Orchestra, and students in K-10 who place a 150 or above on the WISC assessment showing they are at the genius level.
- Open registration has now been renamed late registration. Students were confused by the terminology "open" registration. They believed this to mean they did not have to fill out an application, do orientation, placement, etc. So we changed the name to a more appropriate wording.
- First Year Experience (FYE) students registered for courses from July 11-14. This is not part of the registration grid. FYE students enrolled in specific Math, English, and Counseling classes designated as FYE. The FYE students are allowed to register into one GE or CTE course for a total of 12 units.
- Registration dates are available to students on My Canyons.

~~544~~ **BP 5910** Basic Skills Course Limitation

References: Title 5, sections 55502 and 56014

~~544.1~~ **5910.1** Basic Skills Course Definition

For purposes of this section, basic skills course work refers to pre-collegiate basic skills courses as defined in Title 5, Section 55502. Such courses include reading, writing, computation, learning skills, and study skills, which are designed to ensure acquisition of the skills necessary for completion of associate degree, transfer and career technical education courses.

~~544.2~~ **5910.2** Basic Skills Course Limitation

Except as specifically exempted, no student shall accrue more than 30 units of credit for basic skills course work at College of the Canyons. Non-exempt students who have exhausted the 30 unit limitation shall be referred to appropriate alternative educational services.

~~544.3~~ **5910.3** Exemptions from Limitations

The following classifications of students are exempted from the 30 unit limitation on basic skills course work.

- A. Students currently enrolled in one or more courses of English as a Second Language.
- B. Students identified as learning disabled according to Title 5, Section 56014.

~~544.4~~ **5910.4** Waiver of Basic Skills Course Limitation

A waiver of the 30 unit limitation for basic skills course work may be granted to non-exempt students who demonstrate significant, measurable progress toward the development of skills necessary for college level courses. Such waivers shall be given for specific periods of time or for a specified number of units. A petition to waive the 30 unit limitation must be submitted to the Counseling department and appropriate administrative staff for approval.

AP 5910 Basic Skills Limitation**References: Title 5, sections 55502 and 56014**

1. **5910.1** Basic Skills courses will be identified in the administrative software product (Datatel), and a system will be put into place to track non-exempt students taking basic skills course work.
2. **5910.2** There are two categories of exempt students. First, students, who are currently enrolled in one or more English as a Second Language class, and second, students, who have been identified as learning disabled.
3. **5910.3** ~~The Admissions & Records Office~~ **The Counseling Office** will run reports every fall and spring semester to track non-exempt students who have completed 15, 20 and 25 units of basic skills. Those reports will be shared with the Counseling Department.
4. **5910.4** Non-exempt students that complete 15- 19.9 units of basic skills course work will receive a letter introducing the Basic Skills Course Limitation board policy, and suggested intervention strategies, such as signing up for tutoring, meeting with a counselor, attending appropriate workshops, speaking with faculty members during office hours, and any other appropriate or related learning tools. The letter will be sent by the Dean of Enrollment Services.
5. **5910.5** Non-exempt students that complete 20 – 24.9 units of basic skills course work will receive a second letter that strongly encourages them to meet with a counselor to develop a student educational plan to meet their educational goals. The letter will be sent by the Department Chair of Counseling.
6. **5910.6** Non-exempt students that complete 25 units or more of basic skills course work will receive a third letter that explains a hold has been placed on their record and that they are now required to meet with a counselor to update their student educational plan and secure an exemption of the 30 unit basic skills course work limitation. The letter will be written by the Dean of Enrollment Services in consultation with the Department Chair of Counseling.
7. **5910.7** Exemptions will be made on a case by case basis by a counselor and approved by the appropriate administrative staff. Counselors will adjust and modify the student educational plan and may suggest limitations for specified periods of time and for specified numbers of units.
8. **5910.8** The Director of Tutoring, Learning, Computing Lab will hold workshops for faculty annually at division meetings to present the Basic Skills Course Limitation Policy and discuss successful intervention strategies to assist students.