

College of the Canyons
Academic Senate Agenda
April 12, 2012 - 3:30 p.m. to 5:00 p.m. – CCC -505

A. Routine Matters

1. Call to order
2. Approval of the Agenda
3. President's and Vice-President's Report
4. Adoption of the Consent Calendar
 - a) Approval of Academic Senate Meeting Summary: March 22, 2012
 - b) Approval of Summary for Curriculum: March 29, 2012

B. Committee Reports

1. Policy
2. Elections
3. IRB
4. Grants

C. Unfinished Business

1. Proctoring Exams for Students in Online Classes – pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
3. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations

D. Discussion items

1. End-of-year Senate Celebration

E. Action Items

1. Approval of 2012/13 Curriculum and Senate Calendar
2. Senate's Policy Review Committee Procedures
3. Instructional Aide Grading Policy
4. Request for Department Name Change:
Computer Networking to Telecommunications & Electronic Systems Tech.

F. Division Reports

G. Announcements:

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **April 26, 2012**
As always everyone is welcomed

Summary of Academic Senate Meeting of March 22, 2012

Attendance: Edel Alonso, David Andrus, Ruth Rassool, Lea Templer, Nicole Lucy, Isao Uesugi, Cindy Stephens, Ann Lowe, Mark Daybell, Gary Sornborger, Lee Hilliard, Tammy Bathke, Jennifer Brezina, Chris Blakey, Garrett Hooper, Paul Wickline, Lisa Hooper, Jose Martin, Joan Jacobson, Michelle La Brie, Lori Brown, Mike Sherry, Ana Palmer and Collette Gibson

A. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:05 p.m. Edel welcomed everyone to the meeting.
2. Approval of agenda - **Approved.**
3. A. Report of De. Edel Alonso , Senate President:
 - ✓ Edel announced that she will be attending the statewide Academic Senate's meeting for Area C where resolutions for the ASCCC's Plenary Session are reviewed prior to the Plenary. Edel will send the resolutions that have already been submitted out to all the COC faculty for their input so she will know how to vote on them at the Plenary Session in April. Please note that new resolutions can be written and put forward during the Plenary Sessions as well as amendments. Nevertheless, she would like to represent the faculty and welcomes their guidance on resolutions on a myriad of issues.
 - ✓ Edel explained that there is a two year process for faculty to make recommendations for additional disciplines or changes in the disciplines list. She will write an article on this and send an e-mail to faculty explaining the process and asking for their participation if they have an interest. The deadline for submissions to ASCCC is September 2012. Edel suggested the Senators also report this to their divisions.
 - ✓ The last Board meeting was a very short meeting at CCC. Omar Torres gave a presentation on a Grant Program the Math and Science Division is doing which involves outreach to the Hart District students.
 - ✓ Last night was the Scholarly Presentation by Michael Leach on the Oral Interpretation of Literature. Michael and some of his students did a great job and the presentation was very well received by the audience. Congratulations to Michael!

B. Report of David Andrus, Senate Vice President.

- ✓ David spoke on the work of the Senate's Policy Review Committee and how policies are presented to the Senate and the ASG before moving on to the College Policy Council and finally to the Board of Trustees for final approval. All the policies the Senate has reviewed so far have moved forward. Policy Council is chaired by Dr. Michael Wilding. David has expressed to Mike a need for more committee procedures.
- ✓ David reminded the Senate that he and Edel will be meeting with Joe Gerda in a subcommittee of Enrollment Management to review Enrollment Management's duties and functions and the role of faculty serving on it.

4. Adoption of the Consent Calendar

Academic Senate Summary of March 8, 2012, **Approved**.

Curriculum Summary March 15, 2012, **Approved**.

5. Approval of discipline assignments for the following:

- a) Lee Hilliard, **Approved**
- b) Peter Parrish, **Approved with the exception of Construction Technology**
- c) Claudia Acosta, **Approved**

B. Report of Standing and/or special Committees/Task Force

1. Curriculum Committee: Ann Lowe, Chair, requested we read the discussion items on the last page of the Curriculum summary. We have a regional meeting and we have three people that will be attending. Ann is working on getting Division representatives to serve for 2012-2013 and once that is done they will be asking for our at-large representatives.

2. Elections Committee: Jose Martin reported the results of Academic Senate Division Representatives Election for the 2012-14 Term. Congratulations to all!

Senate Officers:

Academic Senate President:	Edel Alonso
Academic Senate VP:	Paul Wickline

Division Representatives:

Allied Health:	Lori Brown
Career Technical Education:	Regina Blasberg
Early Childhood Education:	Cindy Stephens
Fine and Performing Arts:	Wendy Brill-Wynkoop
Humanities:	Juan Buriel
Kinesiology (Physical Education and Athletics):	Lisa Hooper
Learning Resources:	Mojdeh Mahn
Mathematics, Sciences and Engineering:	Rebecca Eikey
Social Science and Business:	Victoria Leonard
Student Services:	Garrett Hooper

C. Unfinished Business

1. Proctoring Exams for Students in Online Classes - pending Library expansion
2. Senate's Proposal for New procedures: Counseling Services - in Policy Committee
3. SLO Committee Proposed Benchmarks for Proficiency - pending COCFA negotiations

D. Discussion Items:

1. Draft of Senate's SLO Committee Procedures – Nicole Lucy and Paul Wickline: There was a long discussion on the proposed committee procedures and their rubric. There was a discussion on the procedures and talk again as to whether faculty are obligated to the time consuming process of writing and assessing SLOs. Edel informed the Senate that SLOs are part of the Accreditation process as she and four other faculty members who attended the Accreditation

Institute were reminded. There was further discussion on the possible use of technology to simplify and facilitate the recording and tracking of SLOs.

2. Draft of Senate's Policy Review Committee Procedures – David Andrus led a discussion on the committee procedures and made a couple changes/or corrections as per the recommendation of Senators. It was decided that he would send out a clean copy and this would come back as an Action Item for the next Academic Senate meeting.

E. Action Items:

1. Dr. Floyd Moos Emeritus Status: **Approved**
2. Academic Senate Sanding Procedures for Department Chair Elections – David spoke on the changes and corrections and the Senate **approved** the procedures.

F. Division Reports: None

G. Announcements: Reminder that our next meeting will be at the CCC in room 505 beginning at 3:30p.m. We need a quorum to approve any items on the agenda so Edel made a plea for Senators to please attend the meeting.

H. Open Forum: None

Adjournment: 4:32 p.m.

CURRICULUM COMMITTEE SUMMARY

March 29th, 2012

3:00 pm – 5:00 pm

BONH-330

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Marengo, Anne – Social Science & Business, Meeting Chair; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Bates, Mary – Math & Sciences; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Maple, Chelley – Member at Large;

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on March 22nd, 2012:

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
COMS	223	Small Group Communication	Revised descriptions, objectives, and course content. updated text. - Approved	V. Leonard
ENGL	280	Women’s Literature	Revised descriptions, Added SLO’s (2) , added objectives, revised course content. - Approved	J. Cheng-Levine
ENGL	281	Introduction to Science Fiction	Revised descriptions, revised SLO’s (2) , added objectives, revised course content, updated texts. - Approved	J. Brezina
PARLGL	106	Legal Analysis & Writing	Revised descriptions, revised SLO , added objectives, revised course content, updated texts. - Approved	N. Lucy
PARLGL	108	Legal Research	Revised descriptions, revised SLO , added objectives, revised course content, updated texts. - Approved	N. Lucy
PARLGL	140	Bankruptcy	Revised SLO’s (2) , added objectives, revised course content, updated texts. - Approved	N. Lucy
PARLGL	180	Estate Planning	Revised descriptions, revised SLO’s (2) , added objectives, revised course content, updated texts. - Approved	N. Lucy

NEW COURSES:

Subject	#	Title	Description of action	Author
HLHSCI	046	Emergency Medical Responder	3 units, 49.50 hours lecture, 13.50 hours lab, not repeatable. Added SLO's (2). Rationale: The National Education Standards have been revised and recognize Emergency Medical Responder as the entry-level EMS personnel. Only recently, has California recognized the EMR and soon all EMR course will need approval through the local EMS Agency. When that occurs, students will be able to obtain national certification through NREMT. - Approved	P. Haley

ADDITIONAL MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
HLHSCI	151	Emergency Medical Technical Technician I	Revised descriptions and content, increased units to 8.0 and total hours to 160 per state regulations. Added HLHSCI-046 as recommended preparation. - Approved	P. Halley

NEW ISA COURSES:

Subject	#	Title	Description of action	Author
FIRETR	40D	Fire Apparatus Driver/Operator 1A	1.75 units, 24 hours lecture, 16 hours lab, unlimited repeatability. Added SLO's (2), added Fire Academy prerequisite. - Approved	J. Williams
FIRETR	40E	Apparatus Driver/Operator 1B	1.75 units, 24 hours lecture, 16 hours lab, unlimited repeatability. Added SLO's (3), added Fire Academy prerequisite. - Approved	J. Williams

NEW PREREQUISITES:

Subject	#	Title	Description of action	Author
FIRETR	40D	Fire Apparatus Driver/Operator 1A	Added Fire Academy prerequisite. - Approved	J. Williams

FIRETR	40E	Apparatus Driver/Operator 1B	Added Fire Academy prerequisite. - Approved	J. Williams
HLHSCI	151	Emergency Medical Technical Technician I	Added HLHSCI-046 as recommended preparation. - Approved	P. Halley

NEW STAND ALONE COURSES:

FIRETR	40D	Fire Apparatus Driver/Operator 1A	- Approved	J. Williams
FIRETR	40E	Apparatus Driver/Operator 1B	- Approved	J. Williams
HLHSCI	046	Emergency Medical Responder	- Approved	P. Halley

New Courses Includes ISA's	3	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	-0-
Modified Courses	8	New SLO's	9	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	8	Proposals Reviewed in Technical Review Session	12
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	1

Curriculum and Senate Meetings 2012/2013

Fall 2012				
Month	Curriculum I	Senate I	Curriculum II	Senate II
September	Sep 06	Sep 13	Sep 20	Sep 27
October	Oct 04	Oct 11	Oct 18	Oct 25
November	Nov 01	Nov 08	Nov 15	Nov 29
December	Dec 06	Dec 13	Winter break	Winter break

Spring 2013				
Month	Curriculum I	Senate I	Curriculum II	Senate II
February	Feb 07	Feb 14	Feb 21	Feb 28
March	Mar 07	Mar 14	Mar 21	Mar 28
April	Spring break	Apr 11 CCC	Apr 18	Apr 25
May	May 02	May 09	May 16	May 23

POLICY REVIEW COMMITTEE OF THE ACADEMIC SENATE

COMMITTEE PROCEDURES

I. MISSION STATEMENT

The Policy Review Committee is a sub-committee of the Academic Senate. The Committee serves largely in an advisory and developmental capacity. To that end, the Committee shall work with members of the faculty, administration as well as all campus groups in order to address campus policy and procedural concerns in an inclusive and collegial manner. The Committee is not intended to maintain full representative membership. ~~The Committee is a creation of the Academic Senate. As such,~~ All resulting work product **of this Committee** must receive approval of a **quorum of** the representative Academic Senate.

II. COMMITTEE DUTIES AND FUNCTIONS

A. COMMITTEE AUTHORITY

Any College policy, procedure or proposed document of any kind, including those mandated by State or local law agencies, that falls within the purview of the shared governance duties of the Academic Senate as outlined in Title 5 of the California Code of Regulations, Section 53200 et seq as formalized by COC BP 7215 must be submitted to this Committee. Doing so enables the Committee to create, maintain, organize and track Academic Senate and overall College policy and procedural action for transparent historical verification as the Academic Senate's formal policy committee of record.

B. The Committee is charged with the following duties and functions on behalf of the Academic Senate:

1. Reviewing Board Policies (BP) and Administrative Procedures (AP)
2. Drafting and proposing new and revised language to existing BP's and AP's
3. Drafting and proposing new BP's and AP's
4. Reviewing, drafting and proposing Academic Senate internal procedures at the request of the Academic Senate
5. Advising the Academic Senate on policy history, development and conclusions
6. Making recommendations regarding policies to the Academic Senate
7. Maintaining currency standards regarding BP's and AP's with other colleges, California Academic Senate Association, California Education Code and Title 5 of the California Code of Regulations.

III. MEMBERSHIP

A. GENERAL REQUIREMENTS

1. All members of the Committee must be current tenured, tenure-track or adjunct faculty of the College.
2. The Committee serves largely in an advisory capacity to the full representative Academic Senate. Therefore, Committee membership is not limited to only those faculty members serving on the Academic Senate.
3. At no time shall the Committee have fewer than 3 members.
4. There shall be no limits on how many faculty members may serve on the Committee.
5. The Academic Senate President shall appoint a member of the faculty to serve as Chair of the Committee for a two year term.
6. The appointment of Committee Chair shall be ratified by a majority of a quorum of the Academic Senate and shall take place in the spring semester of even numbered years. The two year term shall commence at the beginning of the following fall semester.
7. The Committee shall make every effort to maintain at least one Adjunct Faculty member at all times.

B. MEMBERSHIP APPOINTMENT/TENURE

1. Members may be appointed by the Committee Chair or the President of the Academic Senate
2. All appointments must be confirmed by a majority of a quorum of the Academic Senate and shall take place in the spring semester of every calendar year. The member's term shall commence at the beginning of the following fall semester.
 - a. Appointments and subsequent confirmation can occur during any semester to fill an untimely vacancy that reduces Committee composition below three members.
3. Members are expected to serve a minimum of one full academic year but may tender their resignation from Committee service at any time.
4. Members may be removed from the Committee for non-performance by a majority vote of the other active Committee members with the approval of the President of the Academic Senate. Any vote for removal that is a perfect tie will be decided by the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend 3 or more successive meetings and has simultaneously failed to participate in collaborative work with other Committee members in reviewing working proposals.

C. RESPONSIBILITIES OF THE COMMITTEE CHAIR

1. Serve a two year term.
2. Serve as a member of the Academic Senate's Executive Committee.
3. Submit an annual committee status report to the Academic Senate **by the end of every spring semester, to include listing committee membership for the subsequent academic year.**
4. Recruit and manage Committee membership.
5. Schedule Committee meetings and agendas.
6. Report policy and procedure proposals to the Academic Senate.
7. Document policy and procedural history when appropriate or necessary.
8. Ensure Academic Senate web site accurately reflects policy and procedure queue.
9. Membership and attendance of the College Policy Council (CPC).
10. Advocate BP's and AP's passed by the Academic Senate to the CPC.
11. Attend ASG meetings ~~in an advocacy role of~~ **and present and defend** Academic Senate BP's and AP's.
12. Track all policies, procedures and work product of the Committee of any kind to their fruition or rejection by ASG, CPC and the Board of Trustees and report back to the full Academic Senate accordingly.

D. MEMBERSHIP RESPONSIBILITIES

1. Attend all regularly scheduled meetings of the Committee.
2. Undertake due diligence in reviewing policies and procedures and all Committee assignments.
3. Make advisory votes on policy and procedure proposals.
4. Conduct policy research as required.

E. ADJUNCT COMMITTEE MEMBERS

1. Adjunct members of the Committee must maintain a ~~teaching~~ **faculty** assignment for the semester in which they serve on the Committee, and are thus potentially subject to a one semester term of service on the Committee.

IV. MEETINGS

A. DATES

1. The Committee will meet bimonthly on the second and fourth weeks of each month. Meeting dates and times are subject to change based on members' availability and schedules.

B. PROCEDURES

1. The Committee will utilize Robert's Rules of Order.

C. VOTING

1. The Committee is a voting Committee in an advisory capacity only.

V. SUBMISSION OF PROPOSALS

A. The authority of the Committee to address any policy or procedure, proposed or existing, is derived from any of the following:

1. Submission to the Committee by the Academic Senate.
2. Submission to the Committee by the President of the Academic Senate.
3. Submission to the Committee by the Faculty Chair of the Curriculum Committee.
4. Submission to the Committee by College Administration.
5. Proposal by Committee member and approved by a majority of the working Committee.

B. Any submission received by the Committee **that has not been forwarded to it by the Academic Senate** ~~not received~~ from the Academic Senate must be reported back to the Academic Senate at the next regularly scheduled meeting.

THIS SECTION HAS BEEN MOVED TO SECTION II(A) C. ~~Any College policy, procedure or proposed document of any kind, including those mandated by State or local law agencies, that falls within the purview of the shared governance duties of the Academic Senate as outlined in Title 5 of the California Code of Regulations, Section 53200 et seq as formalized by COC BP 7215 must be submitted to this Committee. Doing so enables the Committee to create, maintain, organize and track Academic Senate and overall College policy and procedural action for transparent historical verification as the Academic Senate's formal policy committee of record.~~

C. SUB-COMMITTEES

1. The Committee may establish sub-committees from its membership. Sub-committees of this Committee must report back to the full Committee membership before submitting any formal draft to the full Academic Senate.
2. The Academic Senate may authorize the use of sub-committees from outside this Committee to develop policy, procedure or other proposed documents of any kind. Sub-committees from outside this Committee must report back to the Policy Review

Committee before submitting any formal draft to the full Academic Senate.¹

3. Sub-committees whose membership is comprised from outside this Committee may defer to this Committee for oversight and assistance.
4. The Committee reserves the right to review the work product of all sub-committees charged with the duty of drafting policy, procedure or other proposed documents.

¹ The Committee will defer greatly to the work completed by sub-committees. Oversight of all sub-committees by the Policy Review Committee is designed primarily to enable accurate tracking and historical record keeping as the Academic Senate's policy committee of record.

BP 5912**INSTRUCTIONAL AIDE GRADING POLICY**

Reference:

Education Code Section 88240-88249 and 72401(a); Title V Section 55020-55025

This policy is created to ensure compliance with established College grading standards as it relates to the use of non-faculty instructional assistants by faculty instructors in support of instructional faculty duties.

- 5912.1 The College employs and utilizes instructional aides under multiple titles. Hereinafter, “Instructional Aide” refers to College Assistants, Teacher Aides/Assistants, Instructional Aides/Assistants, Volunteers or any other categorical personnel title used or assigned for the assistance of faculty duties.
- 5912.2 By precedent, Instructional Aides are an integral and institutionalized component of colleges and universities. As permitted by California Educational Code Section 88244(a) any community college district may employ instructional aides to assist classroom instructors and other faculty in the performance of duties. As defined in Education Code Section 88243 and 88244(a), “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.” For purposes of this policy, the “assignment of grades to students” shall be interpreted only to mean the assignment of the final assigned course grades to appear on student transcripts.
- 5912.3 College Instructional Aides shall be permitted to assist faculty in the processing ~~and assignment~~ of grades that require no subjective or qualitative judgment on the part of the Instructional Aide. All subjective and qualitative grade determinations must be made by faculty alone. “Subjective and qualitative” in this context shall be read to apply to the evaluation and analysis of student work content and answer development. By contrast, Instructional Aides shall be permitted to perform simple numerical calculations and scoring of course assignments, homework, or exams as well as any standardized grade verification duties. Any grading conducted by the Instructional Aide that is not properly characterized by the allowable parameters stated in Section 5912.3 of this policy shall be permitted if in the professional judgment of the supervising faculty member it is unmistakably objective in nature. The supervising faculty member shall be solely responsible for any mistakes or errors made by Instructional Aides in the calculation of his or her assignment scores or grades.

- 5912.4 Instructional Aides utilized to assist faculty in permitted grading practices per this policy, and for assistance of faculty duties in general, must adhere to the guidelines and provisions of College Board Policy 527 (FERPA) as well as Administrative Procedure 5912 in order to ensure confidentiality of student records, matters, and all private institutional information.
- 5912.5 Each Instructional Aide will be required to attend a mandatory orientation regarding confidentiality of student records in the first semester the aide is hired.

See Administrative Procedures 5912 Instructional Aide Grading