

College of the Canyons
Academic Senate Agenda
March 8, 2012 - 3:00 p.m. to 4:30 p.m. - BONH 330

A. Routine Matters

1. Call to order
2. Approval of Agenda
3. President's and Vice-President's Report
4. Adoption of Consent
 - a) Approval of Academic Senate Meeting Summary: February 23, 2012 (p2)
 - b) Approval of Summary for Curriculum February 16, 2012 (p5)
 - c) Approval of Summary for Curriculum March 1, 2012 (p8)

B. Report of Standing Committees

1. Elections – Lea Templer, Chair

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. Sustainability Committee Structure
2. Passing Time between Classes

E. Action Items

1. Academic Senate Standing Procedures for the Election of Department Chairs (p12)
2. Election Committee Procedures (p16)
3. Confirmation of Election Results for Senate Officers for 2012-2014

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **March 22, 2012**
As always everyone is welcomed

Summary of Academic Senate Meeting of February 23, 2012

Attendance: Edel Alonso, David Andrus, Lori Brown, Ann Lowe, Michael Sherry, Tammy Bathke, Collette Gibson, Deanna Riveira, Michelle LaBrie, Kelly Cude, Isao Uesugi, Cindy Stephens, Kelly Cude, Lee Hilliard, Philip Marcellin, Lea Templer, Ruth Rassool, Sara Burns, Joan Jacobson, Mark Daybell, Jose Martin, Jennifer Brezina, Jia-Yi Cheng-Levine, Regina Blasberg and Ana Palmer

A. Routine Matters

1. Call or order: Edel Alonso called the meeting to order at 3:00 p.m. Edel welcomed everyone to meeting.
2. Approval of agenda - **Approved.**
3. A. Report of Dr. Edel Alonso, Senate President
 - ✓ Edel informed the Senate of the Board meeting last night. There was a special meeting at 2:30 p.m. at the University Center. The purpose of the special Board meeting was for the Board's self-evaluation. Edel reported that the Board members began the meeting reviewing the results of their *True Colors* assessment, a model of personality identification. This was followed by a discussion on possible goals for the future. It was decided that there would be further discussion on the goals.
 - ✓ At the regular Board meeting that followed:
 - There was a presentation from James Glapa-Grossklag, Leslie Bretall and Mojdeh Mahn on the expansion of the library. They are very excited about the new space.
 - There was a presentation by Audrey Green, Daylene Meuschke and Denee Pescarmona on the ARC report. The presentation generated a lot of discussion and questions. The presenters focused on how our students have improved. Some Board members requested comparison data with other community colleges, questioned why that information was not part of the presentation to the Board, and also stated that they wanted this information sooner rather than later.
 - Edel gave her report on the Senate. She commended the faculty on their great effort and commitment to basic skills including supplemental learning workshops and guided learning activities. She also reported to the Board that four faculty members had attended the ASCCC's Accreditation Institute: Jennifer Brezina, Paul Wickline, and Anne Marengo as well as Joe Gerda. The workshops attended included: Accreditation Standards, New US Department Regulations, Best Practices, Leadership role of the Faculty in the process, the Rubric for the Evaluation, and the Substantive Change Process. Edel also informed the Board to expect a Senate newsletter next week and also informed the Board that David Andrus would not be running as VP for Senate and that she plans to run for President for a second term
 - The COCFA President, Chris Blakey, presented a resolution on behalf of the COCFA Officers and Rep Council.

- ✓ B. Report of David Andrus Senate Vice President: David informed the Senate that he and Edel attended the Enrollment Management meeting. He and Edel did ask many questions regarding how decisions are made for the deletion and addition of sections to the schedule. Edel continues to ask that the Enrollment Management Committee follow the description of duties as listed on the Decision-Making Guide. David attended the ASG meeting yesterday to speak to the new and revised Policies that have been approved by the Academic Senate. David, as Chair of the Senate's Policy Committee, wants to understand the process of policy and procedure approval as the policies travel from the Senate to the ASG to the Policy Council to the Board of Trustees. David defended the language of the proposed revisions to the Academic Renewal Policy and the ASG voted 8 to 4 in approval.

4. Adoption of the Consent Calendar

Academic Senate Summary of February 9, 2012, **Approved**

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

1. Coffee-on-the-Side Committee: Chair, Kelly Cude, came to the Senate to advocate for an end of the academic year faculty party for full-time and part-time faculty. She had approached Edel who discussed the fact that the Senate was looking to transition from the former Collegial Celebration to a more informal gathering. There was a discussion among the Senators expressing support for an informal affair with food and entertainment but no speeches. Kelly proposed a date of May 17, 2012 for the party. The Senators will bring this idea back to their Divisions for discussion. Philip Marcellin and Ruth Rassool volunteered to work with Kelly on this project and investigate how to fund it.
2. Sustainability Committee: Chair, Jia-Yi Cheng-Levine, came to the Senate to discuss the structure of the Senate's Sustainability Committee. The Senate was informed that members of the administration, including Dr. Van Hook, have joined the committee and have plans for expanding its role on campus. Edel presented several options including keeping the committee as a Senate committee, relinquishing it so that it becomes a college committee with participation by anyone interested in the subject, or structuring it in the same way as Professional Development, which has a large college-wide umbrella and three sub-committees for faculty, administration, and classified. This issue will return to the Senate for further discussion.
3. Elections Committee: Chair, Lea Templar, informed the Senate that the electronic elections are going very well for Senate Officers. We have one candidate for Senate President and one candidate for Vice-president. In the past, the Senate has not held an election if there was only one candidate for each position but the Elections Committee decided to hold elections to try out the electronic process developed by Noris Le of Computer Tech Support. Lea thanked Norris. This trial has allowed the Elections Committee and Norris to work out the bugs.

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: None

E. Action Items

1. Senate's Proposed Revisions to BP 525: Matriculation Assessment. There were no changes - Approved.
2. Academic Senate Program Review. Edel went over the document - Approved with changes suggested by the Senate
3. Elections Committee Procedures - **Tabled** to next meeting due to time.
4. Academic Senate Standing Procedures for Election of Department Chairs - **Tabled** to next meeting due to time.

F. Division Reports: None

G. Announcements: None

H. Open Forum: None

I. Adjournment: 4:40 p.m.

CURRICULUM COMMITTEE SUMMARY

February 16th, 2012

3:00 pm – 5:00 pm

BONH-330

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

Members absent: Green, Audrey – Co-Chair, Administrator

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on February 9th, 2012:

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
NC.TUTR	094	Supervised Tutoring	Increase maximum contact hours from 200 to 300. - Approved	M. Mahn

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
BIOSCI	050L	Biology Computer Laboratory	Course will not be offered in the near future. - Approved	M. Golbert
BIOSCI	112	Field Biology of Regional Habitats	Course will not be offered in the near future. - Approved	M. Golbert
FRNCH	198	Special Topics in French	Course will not be offered in the near future. - Approved	C. Acosta
NC.BCSK	M05	HSD Algebra II/Trigonometry	Course will not be offered in the near future. - Approved	D. Stewart
NC.BCSK	M06	HSD Advanced Math Topics	Course will not be offered in the near future. - Approved	D. Stewart
NC.BCSK	S02	HSD Spanish IB	Course will not be offered in the near future. - Approved	D. Stewart
NC.BCSK	S04	HSD Spanish IIB	Course will not be offered in the near future. - Approved	D. Stewart
PHOTO	098	Photographic Workshops	Course will not be offered in the near future. - Approved	W. Brill
SPAN	098D	Spanish Language and Culture: Latin America	Course will not be offered in the near future. - Approved	C. Acosta

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
ARCHT	260	Advanced CAD – Architecture & Interior Design	Revised descriptions, reduced class size to 23, revised SLO's (4) , revised objectives & content, updated text. Removed recommended preparation of ARCHT-220. - Approved	D. Minarsch
ID	217	Advanced Interior Design Studio I	Reduced class size to 20, revised SLO's (3) , revised objectives & content, updated text. - Approved	D. Minarsch

NEW COURSES:

Subject	#	Title	Description of action	Author
HLHSCI	101	Introduction to the Health Professions	3 Units, 54 hours lecture, not repeatable. Added SLO. - Approved	P. Haley
THEATR	191	Technical Theatre Production	1.5 - 4 Variable Units, 8-16 hours lecture, 48-192 hours lab. Added SLO's (2), Recommended prep of THEATR-120. - Approved	P. Wickline

NEW ISA COURSES:

Subject	#	Title	Description of action	Author
FIRETR	10B	S339 Division/ Group Supervisor	1.25 Units, 20 hours lecture, unlimited repeatability. Added SLO, Fire Academy prerequisite. - Approved	J. Williams
FIRETR	10C	L 280 Followership to Leadership	1 Units, 16 hours lecture, unlimited repeatability. Added SLO, Fire Academy prerequisite. - Approved	J. Williams
FIRETR	20D	S336 Fire Suppression Tactics	2 Units, 32 hours lecture, unlimited repeatability. Added SLO, Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30A	S-215 Fire Operations in the Urban Interface	1.5 Units, 24 hours lecture, 8 hours lab, unlimited repeatability. Added SLO's (2), Fire Academy prerequisite.	J. Williams

NEW PREREQUISITES:

Subject	#	Title	Description of action	Author
FIRETR	10B	S339 Division/ Group Supervisor	Added Fire Academy prerequisite. - Approved	J. Williams
FIRETR	10C	L 280 Followership to Leadership	Added Fire Academy prerequisite. - Approved	J. Williams
FIRETR	20D	S336 Fire Suppression Tactics	Added Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30A	S-215 Fire Operations in the Urban Interface	Added Fire Academy prerequisite.	J. Williams
THEATR	191	Technical Theatre Production	Added recommended prep of THEATR-120 - Approved	P. Wickline

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
THEATR	191	Technical Theatre Production	- Approved	P. Wickline

Discussion Items:

- Prerequisite Issues:** Jasmine Ruys updated the committee about the College of the Canyons policy that a student cannot go back and take a prerequisite course if they skip that course through a prerequisite challenge. For instance if a student used a prerequisite challenge to satisfy the ENGL-101 prerequisite for ENGL-102, that student would not be allowed to go back and take ENGL-101 for credit. This is not a mandate or a law, but a College of the Canyons campus policy. The Curriculum Committee was asked if they would support this general rule to apply to all students.

The Curriculum Committee recommended that this should be a faculty decision and has requested that the Academic Senate discuss this and develop a policy with input from all Division.

New Courses Includes ISA's	5	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	9
Modified Courses	3	New SLO's	6	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	7	Proposals Reviewed in Technical Review Session	22
New Non Credit Courses	-0-	New Prerequisites	4	Proposals Returned from Technical Review Session	8

CURRICULUM COMMITTEE SUMMARY

March 1st, 2012

3:00 pm – 5:00 pm

BONH-330

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

Members absent: Richter, Christy – Member at Large

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on February 23rd, 2012:

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
PUBSAF	20DC	Sheriff Deputy Reserve Level III	Adjust units and hours to 6.25 units, 84 lecture hours, and 69 lab hours. - Approved	D. Rio

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
CINEMA	198	Special Topics in International Cinema	Special topics course, no longer offered. - Approved	G. Peterson
GEOG	198	Special Topics in Geography	Special topics course, no longer offered. - Approved	M. Bates
FIRETC	198	Firefighter In-Service Training	ISA Course, now offered under FIRETR. - Approved	S. Dixon

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
ANTHRO	103	Cultural Anthropology	Revised descriptions, revised SLO , revised objectives & content, updated text. - Approved	L. Malley
CINEMA	129	An Introduction to Film Genres	Revised descriptions, revised SLO , revised objectives & content, updated text. - Approved	G. Peterson
CINEMA	131	History of International Cinema	Revised descriptions, revised SLO , revised objectives & content, updated text. - Approved	G. Peterson
COMS	225	Strategies of Argumentation	Revised descriptions, revised SLO , revised objectives & content, updated text. - Approved	V. Leonard
ENGL	225	Children's Literature	Revised descriptions, revised SLO's (2) , added objectives & content, updated text. - Approved	J. Cheng- Levine

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author
Art	A.A. Degree	Increased units to 24, added 6 units of required electives (choose from ART-220, ART-222, ART-227, ART-235, ART-237). Added Art-115 as required course option. - Approved	J. Lorigan
Theater	A.A. Degree	Added THEATR-191 as a required course option. <i>Total units now show as 22.5 – 24, all courses in section two are now 1.5 – 4 units (used to be 1 - 4 units).</i> - Approved	P. Wickline
Theater Performance	A.A. Degree	Added THEATR-191 as a required course option. - Approved	P. Wickline

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Philosophy	A.A. Degree	21 required units. Added program SLO. - Approved	C. Blakey
Physics	A.S.-T. Degree	27 required units based on approved Transfer Model Curriculum (TMC). Added program SLO. - Approved	D. Martinez
Theater	A.A.-T. Degree	18 required units based on approved Transfer Model Curriculum (TMC). Added program SLO. - Approved	P. Wickline

NEW ISA Courses:

Subject	#	Title	Description of action	Author
FIRETR	30B	I400 Advanced ICS	1 unit, 16 hours of lecture, class size of 40, unlimited repeatability. Added SLO, Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30C	S346 Situation Unit Leader	1.5 units, 24 hours of lecture, class size of 40, unlimited repeatability. Added SLO, Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30O	S270 Basic Air Operations	1 unit, 16 hours of lecture, class size of 40, unlimited repeatability. Added SLO, Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30R	S348 Resource Unit Leader	1.25 units, 20 hours of lecture, class size of 40, unlimited repeatability. Added SLO, Fire Academy prerequisite. - Approved	J. Williams

NEW PREREQUISITES:

Subject	#	Title	Description of action	Author
FIRETR	30B	I400 Advanced ICS	Added Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30C	S346 Situation Unit Leader	Added Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30O	S270 Basic Air Operations	Added Fire Academy prerequisite. - Approved	J. Williams
FIRETR	30R	S348 Resource Unit Leader	Added Fire Academy prerequisite. - Approved	J. Williams

New Courses Includes ISA's	4	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	3	New DLA's	-0-	Deleted Courses	3
Modified Courses	6	New SLO's	7	Deleted Programs	-0-
Modified Programs	3	Modified SLO's	6	Proposals Reviewed in Technical Review Session	19
New Non Credit Courses	-0-	New Prerequisites	4	Proposals Returned from Technical Review Session	5

ACADEMIC SENATE - DRAFT
STANDING PROCEDURES
for
DEPARTMENT CHAIR ELECTIONS

I. AUTHORITY

A. According to the COCFA contract, Article 12, Section K - subsection 3(a), the Academic Senate is responsible for administering the election of Department Chairs. The Academic Senate is bound by the provisions found in the COCFA contract. However, further development and elaboration of procedures by the Academic Senate for the election of Department Chairs is permitted provided they are in accordance with the COCFA bargaining contract.

B. The Departments of Counseling and Library/Media Technology (LMTECH) are exempt from the election provisions of Article 12, Section K, subsection (3)(a) of the COCFA contract, per that bargaining agreement.

II. QUALIFICATIONS

A. Per Article 12, Section K, subsection 3(a) of the COCFA contract, Faculty members eligible to serve as Department Chair must teach a majority of his/her regular teaching load in the designated department.

III. TERM

A. Department Chairs will serve a term of two years and may serve multiple terms. The term will start on the first day following the last day of instruction of the spring semester.

IV. VOTING

A. Per Article 12, Section K, subsection 3(a), eligibility to vote in a department chair election requires a faculty member to maintain a majority of his/her regular teaching load in that department.

V. ELECTION PROCEDURES

A. Nominations

- 1.** Calls for nominations will go out from the Academic Senate to every full-time faculty member in the department.
- 2.** Faculty members will have a week to return nominations.
- 3.** Faculty members may nominate themselves or another member of the department.
- 4.** Faculty members can only nominate individuals in their own department.
- 5.** The Academic Senate will confirm the willingness of nominated faculty members to serve as Department Chairs.
- 6.** If only one candidate is nominated for Department Chair, then that candidate is deemed to have been elected "by acclamation", unless there is a formal request for a ballot by any other member of the department.
 - a.)** If there is a formal request for a ballot, a "yes/no" ballot will be issued to the department.
 - b.)** The balloting will be open for one week.

- c.) If the nominee does not receive a majority of ballots cast, then nominations will be reopened.
7. If there are two or more candidates for Department Chair, then an election will be held.
- a.) Balloting will be open for one week.
- b.) Elections Involving Only 2 Candidates:
- i. A successful candidate must receive a majority of the vote cast (50%+ 1).
 - ii. If there is a perfect tie then the Senate will administer the principle of rotation.
- c.) Elections Involving 3 Candidates or More:
- i. ***(Option #1) If no candidate receives a majority a run-off ballot will be provided with the names of the top two candidates.***
 - i. ***(Option #2) If in an election of 3 or more candidates a candidate has achieved a plurality, the candidate having achieved a plurality is deemed to have won the election.***
 - ii. ***If in an election where 3 or more candidates all receive an equal share of votes cast and no candidate has achieved a plurality of votes, then the Senate will administer the principle of rotation.***
- d.) Implementation of Principle of Rotation:
- i. **Two Candidate Elections**
 1. **(OPTION #1)** If an incumbent candidate has received 50 percent of the vote in a two candidate election, the non-incumbent candidate is deemed to have won the election provided the incumbent candidate has served a full two year term by the end of the spring semester in which the election is being conducted.
 1. **(OPTION #2)** If an incumbent candidate has received 50 percent of the vote in a two candidate election, the non-incumbent candidate is deemed to have won the election provided the incumbent candidate has served as Chair of that Department for at least three successive fall or spring semesters by the end of the spring semester in which the election is being conducted.
 2. If an incumbent candidate has received 50 percent of the vote in a two candidate election, and has only served as Chair for two successive fall and spring semesters or less, the incumbent candidate is deemed to have won the election.¹
 3. If an incumbent candidate has previously served as Chair in any capacity during a term other than the term of the present election, the non-incumbent candidate is deemed to have won the election.
 4. In the case of a perfect tie where neither candidate is an incumbent candidate, then the Principle of Rotation does not apply, unless one of the two candidates has previously served in any capacity as Chair, in which case the candidate having never served as Chair in any capacity is deemed to have won the election.
 5. If a perfect tie exists between any two eligible candidates neither of whom is an incumbent Chair, and neither has ever served in any capacity at any time as Chair, then the Principle of Rotation is inapplicable.
 - ii. **Three Candidate Elections**
 1. If an incumbent Chair is one of three or more candidates having received an equal share of the vote cast in an election and no candidate has achieved a plurality of votes, the incumbent candidate is deemed to have won the election provided the

¹ It can be said that incumbent candidates having served as Chair for only two fall and spring semesters or less have not had adequate opportunity to gain the insight, experience and knowledge achieved by serving as Chair. Therefore, compelling the incumbent candidate to vacate the office so that a non-incumbent candidate may realize the benefits of a full 2 year term as Chair is arguably inequitable.

incumbent candidate has only served as Chair for two successive fall and spring semesters or less by the end of the spring semester in which the election is being conducted. Otherwise, the incumbent candidate is disqualified from further consideration as a candidate to serve as Chair. A run-off ballot will be provided for the remaining two non-incumbent candidates.

2. If in an election three or more candidates receive an equal share of the vote cast and no candidate has achieved a plurality of votes, and none of those candidates is an incumbent Chair nor has ever served as Chair in any capacity, the Principle of Rotation is inapplicable.

3. For all run off ballots/elections, the provisions of Section V(A)(7)(d)(i) of these procedures apply.

iii. Under all circumstances where the Principle of Rotation is inapplicable, the election will be resolved in the following manner:

1. (Option #1) The final determination of the election will be overseen by a quorum of the voting members of the Academic Senate at its next regular meeting. The final two candidates for the unresolved election shall attend that meeting and will each randomly draw one selection out of a lot of 10 sealed papers each containing a number from 1 to 10. The candidate who draws the higher number from 1 to 10 is deemed the winner. If only one of the two candidates attends the meeting, the candidate who does not attend is deemed to have lost the election, unless compelling circumstances exist.

1. (Option #2) The final determination of the election will be overseen by an ad hoc committee of at least 3 or more disinterested members of the Academic Senate. Either the President or Vice-President of the Academic Senate shall serve a member of the ad hoc committee. The final two candidates for the unresolved election shall attend a meeting of the ad hoc committee and will each randomly draw one selection out of a lot of 10 sealed papers each containing a number from 1 to 10. The candidate who draws the higher number from 1 to 10 is deemed the winner. If only one of the two candidates attends the meeting, the candidate who does not attend is deemed to have lost the election, unless compelling circumstances exist.

8. If a department does not have a faculty member nominated for Chair, then the position of Department Chair for that department will be open **first to other full-time faculty from the division in which the department in question resides, and if no nominations are received, then** to the entire full-time faculty.

a. Single Member Departments – Department Chairs who serve as the only member of their Department may choose not to continue service as Chair.² Under such circumstances the President of the Academic Senate will convene an ad-hoc committee to explore the best possible alternatives.

² In particular cases, full-time faculty are hired by the District using a job description that includes service as Department Chair as part of the expected job duties. However, it is the position of the Academic Senate that subsequent to being hired the COCFA bargaining contract controls thus providing election opportunities for any Chair, from single member Departments or otherwise, to opt out of their service as Chair. The same principle applies to Chairs from single member departments that were not originally hired to serve as Department Chair. Under either circumstance, the decision of a faculty member from single member departments not to continue serving as Chair presents serious academic and administrative dilemmas to be resolved. Consequently, an ad hoc committee representing a shared governance approach to addressing the issue is warranted.

i. Ad hoc Committee Composition – the committee shall consist of the President of the Academic Senate, the CIO, the Division Dean of the affected Department and the current Department Chair opting out of continued service as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.

b. No Nominations Received – in elections where no nominations are received from any full-time faculty member, the Academic Senate President will convene an ad hoc committee to determine an appropriate outcome.

i. Ad hoc Committee Composition – the committee shall consist of the President of the Academic Senate, the CIO, the Division Dean of the affected Department, all members of the Department in question, as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.

9. Resignations

a. If a Department Chair resigns prior to the completion of their term, the President of the Academic Senate will convene an ad hoc committee to determine the best manner in which to temporarily fill the vacancy. The committee may consider temporary and interim appointments as well as special elections. A majority vote shall determine all outcomes decided by the committee.

b. If the resignation occurs during a spring semester in which an election for Department Chair has already transpired and a candidate other than the resigning Chair has been elected, no special election will be conducted and any interim or temporary appointment will end at the conclusion of the spring semester.

c. Ad Hoc Committee Composition – the committee shall consist of the President of the Academic Senate, the CIO, the Division Dean of the affected Department and all members of the Department in question, as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.

10. Removal for Non-Performance – provisions for removal of Department Chairs for non-performance are set forth in Article 12, Section K, sub-section 9 of the COCFA bargaining contract.

11. All election results must be confirmed by the full Senate. Any challenges to the election process shall be made at that time. Confirmation of the results may be achieved without public disclosure of the actual vote totals for each department. Upon the approval of a majority of the Academic Senate, public disclosure of the actual vote totals for a particular department, or all departments, will be made. Access to the actual vote totals for any or all Department Chair elections will be made available to any requesting faculty member by the President of the Academic Senate.

DRAFT - Academic Senate Elections Committee Procedures

1. Elections of officers and members of the College of the Canyons Academic Senate will be run by the Elections Committee
2. This committee will comprise of three members reporting to the Academic Senate.
 - a. The Academic Senate will appoint the chair of the committee.
 - b. The Academic Senate President will seek volunteers from the members of the Academic Senate and appoint them to the committee.
3. The committee's duties shall include seeking nominations, running the election, declaring the results to the Academic Senate.
 - a. Nominations will be obtained from the appropriate faculty groups.
 - b. Individuals may nominate themselves or another member of the faculty group may nominate a qualified faculty member.
 - c. Individuals nominated should be consulted for approval before having their names on the ballot.
4. The committee will ensure that elections are held at the appropriate time.
 - a. The eligible voters, per the Academic Senate Constitution, will participate in the appropriate election.
 - b. The President and the Vice President elections shall be conducted during the 2nd 4th week of the Spring Semester.
 - c. The Division Representatives elections shall be conducted in the respective divisions during the 4th 8th week of the Spring Semester.
 - d. The At-Large Senator elections shall be conducted during the 8th week of the Spring Semester.
 - e. Division Representatives **will be elected in even years** and At-Large Senators will be ~~staggered in alternate years~~ **elected in odd years.**
 - f. Adjunct Senator Elections shall be conducted as early as possible in the beginning of each Fall Semester.
 - g. 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.
5. Elections will be conducted by the Election Committee either by paper or electronic ballots.
6. The results will be confirmed by the Academic Senate at the next Academic Senate meeting.