

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

A. Routine Matters

1. Call to order
2. Approval of the Agenda
3. Adoption of the Consent Calendar
 - a. Approval of Academic Senate Meeting Summary: October 25, 2012 (p2)
 - b. Approval of Summary for Curriculum Committee Meeting: November 1, 2012 (p5)
4. President's Report
5. Vice-President's Report

B. Committee Reports

1. Policy Committee Report: Attendance and Grading – David Andrus (p9)
2. PAC-B Report: October 29 PAC-B Meeting - Greg Mucha
3. Proposed By-Laws for the Academic Senate – David Andrus (p11)
4. Curriculum Committee: Courses Requiring 5-Year Revision – Ann Lowe (p18)

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
3. Faculty Professional Development Committee Procedures – in FPD Committee
4. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items

1. Use of ***My Canyons*** to Submit SLO Data

E. Action Items

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Senate meeting is **November 29, 2012**

As Always everyone is welcomed

Summary of Academic Senate Meeting October 25, 2012

Attendance: Edel Alonso, Paul Wickline, Ann Lowe, Sarah Burns, Shane Ramey, Alex McHaddad, Regina Blasberg, Ruth Rassool, Lisa Hooper, Garrett Hooper, Cindy Stephens, Barry Gribbons, Michelle LaBrie, Lori Brown, Victoria Leonard, Lee Hilliard, Mojdeh Mahn, David Andrus, Chelley Maple, Juan Buriel, Daylene Meuschke and Michael Sherry

A. Routine Matters

1. Call to order: Edel welcomed everyone and the meeting began at 3:00 p.m.
2. Approval of the Agenda: **Approved**
3. Adoption of the Consent Calendar
 - a. Approval of the Academic Senate Meeting Summary for October 11, 2012: **Approved** with corrections to the Curriculum Report from Ann Lowe as follows:

Ann informed the Senate that this was a joint committee report from both Curriculum and Policy Committees. Developing a proposal for changes to the pre-requisites policy is going to take longer than previously thought. Discussed last year in the Senate, the aim is to allow for content review to put prerequisites of one discipline such as Math or English to courses in other disciplines. Ann thought by the end of the semester we would have **had an approved policy**, ~~policy and have been approved already~~, but it will not be ready. This is going to be a “bear” of a policy. They have gone through many pages of documentation data and David Andrus has written 25 pages of policy and procedure. The committee met today, and it is continuing to meet every Thursday. They have concerns about the organization of the language and clarity. When the model was created it did not draw from the part of title V that deals with **limitations on enrollment prerequisites**. Instead it **only** drew from the part of title V that deals with **prerequisites limitations on enrollment**. Those two have to mesh because of the functional capacity. Two weeks ago she attended the regional meeting on curriculum and she was reminded that the ~~content review~~ process **to develop the new prerequisite process** is supposed to include representatives outside of the faculty because the implementation will require the assistance of other areas on campus. So we need to consult with , for example, the Director of A&R to find out what the usual process or logistics is since one of the mandates is that the prerequisite is enforced at the time of enrollment. The proposal aims to revise policy drafted in 1994 which has not been updated since and no procedures exist currently. Now the Policy Committee is drafting procedures as well. Edel thanked everyone on that committee for all their hard work.

- b. Approval of the Summary for Curriculum Committee Meeting: October 18, 2010: **Approved**
4. A. Report of Dr. Edel Alonso, Senate President:
 - ✓ Edel and Paul will be attending the ASCCC Plenary Session, November 8-10. Edel has sent the link to Plenary Session materials to the faculty and asked for input to inform her vote on resolutions at the Session.
 - ✓ Edel reviewed the proposals for changes to the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, also known as the Disciplines List:
 1. Kinesiology as a new discipline in addition to physical education.
 2. Chicano Study as a new discipline
 3. Teacher Education as a new discipline specifically for K-12 teacher preparation courses

3. Change from Home Economics to Family Studies is being proposed
 5. A change in Health Education to add a Master's in Public Health as an additional way to meet the minimum qualifications
 6. Deletion of Stage Craft as a separate discipline; instead it is folded into Theatre
 7. Digital Media as a new discipline different from Multimedia
 8. Change on the requirement for pharmacy technology to state a new option of "any Associate degree and a pharmacy technician certificate" in addition to the current requirement of an Associate degree and six years of experience.
- ✓ Last year our local Senate developed a program discontinuance policy that was forwarded to the administration and approved by the Board of Trustees. The college must have a discontinuance policy in time for accreditation. The statewide Academic Senate has just revised and updated their paper, *Program Discontinuance: A Faculty Perspective Revisited*. Our Policy Committee used the original paper as a resource in developing our policy. The approval of the paper will be up for a vote at the Plenary session. Edel will give a copy to the Policy Committee for their review.
 - ✓ Last night was the Board of Trustees meeting and it was a joint meeting with ASG. There were presentations from Tammy Castor on the Women's Defense Classes offered by Campus Safety; from Dr. Wilding on the Student Success Act of 2012; from Jasmine Ruys on the changes in Title 5 on enrollment priorities; and from Jim Schrage on the upcoming new Administration building. There was some discussion about the approval of Adam Philipson as a consultant to complete the scheduling of events for the PAC for next year now that he has resigned.

B. Report of VP Senate Paul Wickline:

Paul reviewed the document, *College Status Report on Student Learning Outcomes Implementation*, included with this agenda. This document was completed by Nicole Faudree, Audrey Green and Paul and submitted to the ACCJC to demonstrate SLO proficiency status at COC. They consulted with Dr. Daylene Meuschke, Dr. Barry Gribbons and Denee Pescarmona. Paul asked that the Senators share this with their Divisions for their information. Paul thanked everyone involved in gathering the data and working on the report.

B. Committee Report

1. PAC-B meeting report is tabled. The meeting was rescheduled from Monday, October 22nd to Monday, October 29, 2012.

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
3. Faculty Professional Development Committee Procedures – in FPD Committee
4. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

5. Legal Opinion on Grading and Attendance – in Policy Committee

D. Discussion Items

1. Resolutions for Fall 2012 Plenary Session. Edel reviewed the resolutions one by one with the Senators and asked for their input. She wants faculty to be aware of these and asked the Senators to discuss these with their Division colleagues. She welcomes comments from the faculty so that she can take their views to the Plenary Session. Also, Edel informed the Senators that four new resolutions were introduced by El Camino College at the Area C meeting. Three were related to the accelerated courses for stat pathway. After much discussion at the meeting, all three were rescinded but El Camino may rewrite them and introduce the revised versions directly at the Plenary. The fourth resolution from El Camino would ask ASCCC to approach CSU regarding the *Elimination of CSU Service Areas*. This engendered a great deal of discussion as it would affect community colleges differently depending on whether the college is part of a Service Area or not.
2. Use of **My Canyons** to Submit SLO Data. This item was brought to Senate by the SLO Committee. Some Deans and Department Chairs have expressed concern about the burden of collecting SLO data from so many faculty including large numbers of adjunct faculty. Some other colleges are using TrakDat software for this purpose. The proposal is to have faculty enter individual student SLO results on My Canyons at the same time that final grades for a class are entered. The departments could choose to enter a simple Pass or No Pass on the SLO or more refined data such as High Pass, Pass, and Low Pass. Such a procedure would add efficiency to a process that is time and labor intensive currently as Department Chairs collect SLO data from teachers and then have to aggregate data to complete reports. Edel asked that Senators bring this issue to their Division colleagues for discussion and bring back their input to the Senate. This item will be listed as a Discussion item again at the next Senate meeting.

E. Action Items

1. Approval of Operating Procedures for the SLO Committee: **Approved**.

F. Division Reports: none

G. Announcements: none

H. Open Forum: none

I. Adjournment: 4:30 p.m.

CURRICULUM COMMITTEE SUMMARY

November 1st, 2012

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on October 26th, 2012:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Hilliard, Lee – Career & Technical Education; Lowe, Ann – Co-Chair, Faculty; Marenco, Anne – Social Science & Business; Matsumoto, Saburo – Member at Large; Ramey, Shane – Adjunct Faculty; Richter, Christy – Enrollment Services; Solomon, Diane – Member at Large; Waller, Tina – Allied Health
Members absent: Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Brode, Robert – Member at Large; Green, Audrey – Co-Chair, Administrator; Ruys, Jasmine – Admissions & Records, Non-voting member; Stanich, Diana – Physical Education & Athletics; Vacant – Humanities

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author
NURSNG	050	Nurse Assistant Training	Changing distribution of units/ hours to 3.75 units of lecture (67.5 hours) and 2.25 units of clinical (121.5 hours). Course remains as 6 total units. See attached memo. - Approved	T. Rozick
NURSNG	109	Transition into Nursing	Making equivalent to NURSNG-103. See attached memo.	T. Rozick
NURSNG	112 & 114	Foundations of Nursing & Fundamentals of Nursing	Making NURSNG-112 & 114 equivalent to NURSNG-110 & 111. See attached memo. - Approved	T. Rozick
NURSNG	124	Beginning Medical Surgical Nursing	Making equivalent to NURSNG-120. See attached memo. - Approved	T. Rozick
NURSNG	126	Psychiatric Nursing	Making equivalent to NURSNG-220. See attached memo. - Approved	T. Rozick
NURSNG	234	Intermediate Medical Surgical Nursing	Making equivalent to NURSNG-222. See attached memo. - Approved	T. Rozick
NURSNG	236	Maternal-Child Nursing	Making equivalent to NURSNG-122. See attached memo. - Approved	T. Rozick
NURSNG	240	Advanced Medical Surgical Nursing	Making equivalent to NURSNG-232. See attached memo. - Approved	T. Rozick

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
KPEA	104	Spin Cycle Fitness	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	108	Budoshin Ju-Jitsu	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	109	Surfing	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek

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KPEA	110	Mountain Biking	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	111	Ice Skating	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	112	Sailing	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	113	Aqua Aerobics	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	115	Deep-Water Running and Conditioning	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	118A	Beginning Ice Hockey	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	118B	Intermediate Ice Hockey	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	118C	Advanced Ice Hockey	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	119	Backpacking and Wilderness Survival	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	120	Rock Climbing	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	121	Table Tennis	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	122	Ultimate Frisbee	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	140	Red Cross Lifeguard Training	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	141	Water Safety Instructor	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	171	Badminton	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	196	Beach Volleyball	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek
KPEA	200	Song and Yell Leaders	Course will not be offered in the near future. Part of PE-Kinesiology AA degree, will be removed, total units of degree do not change. - Approved	G. Tuzajek

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
COUNS	075	Building Math Confidence	Revised SLO , revised objectives and content. - Approved	C. Richter
MATH	083	Geometry	Revised descriptions, objectives and content. Added typical assignments. - Approved	M. Sharry

NEW ISA COURSES on consent:

Subject	#	Title	Description of action	Author
FIRET	090	County of Los Angeles Fire Department Explorer Academy	2.5 units, 20 hours lecture, 72 hours lab, not repeatable. Added SLO's (2), added Fire Department Explorer Post prerequisite. - Approved	A. Green

MODIFIED COURSES:

Subject	#	Title	Description of action	Author
BUS	157	Entrepreneurial Finance	Changed title , revised descriptions, revised SLO , revised and added objectives, revised content, updated text. Removed recommended preparation of MATH-103, 111, 130 and 140.	D. Bournes
ENGL	111	Introduction to Linguistics	Revised SLO's (2) , revised objectives and course content, updated texts, revised DLA.	K. Gummie
HIST	230	History of American Indians	Revised descriptions, revised SLO's (2) , revised objectives and content, updated text	L. Donington
PSYCH	100	Psychology as a Major and Profession	Revised objectives and content, updated texts.	M. LaBelle

STAGE 3 Approvals to Review:

Subject	#	Title	Description of action	Author
THEATR	140	Acting Fundamentals	Reviewing for SLO(s), Objectives, and Content only	D. Hebbelen
THEATR	161	Musical Theatre Techniques	Reviewing for SLO(s), Objectives, and Content only	D. Hebbelen
THEATR	241	Movement for the Performer	Reviewing for SLO(s), Objectives, and Content only	D. Hebbelen
THEATR	242	Voice for the Performer	Reviewing for SLO(s), Objectives, and Content only	D. Hebbelen

NEW PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
FIRET	090	County of Los Angeles Fire Department Explorer Academy	Added Fire Department Explorer Post prerequisite. - Approved	A. Green

NEW STAND ALONE COURSES:

Subject	#	Title	Description of action	Author
FIRET	090	County of Los Angeles Fire Department Explorer Academy	Added Fire Department Explorer Post prerequisite. - Approved	A. Green

TECHNICAL CHANGE MEMO

DATE: October 28, 2012
TO: Curriculum Committee
FROM: Tina Rorick
Re: Redistribution of Course Units

1. The following course, Nursing 050- Nurse Assistant Training, has a total of 6 units of combined lecture and clinical hours.

Currently, the distribution of the 6 units= Lecture: 3.5 units and Clinical 2.5 units.

The distribution of the 6 units should be updated to= Lecture 3.75 units and Clinical 2.25 units.



Original Distribution of Course Units	New Distribution of Course Units
NURSING-050 Lecture: 3.5 units=63 hours Clinical: 2.5 units=135 hours	NURSING-050 Lecture: 3.75 units=67.5 hours Clinical: 2.25 units= 121.5 hours

TECHNICAL CHANGE MEMO

DATE: October 28, 2012
TO: Curriculum Committee
FROM: Tina Rorick
Re: Course Equivalencies

1. Due to curriculum updates as of Fall 2011, the following original course numbers are equivalent to the new course numbers.

Original Course Numbers	New Course Numbers
NURSING-103 Nursing Bridge	NURSING-109 Transition into Nursing
NURSING-120 Beginning Medical Surgical Nursing	NURSING-124 Beginning Medical Surgical Nursing
NURSING-220 Psychiatric Nursing	NURSING-126 Psychiatric Nursing
NURSING-122 Maternal-Child Nursing	NURSING-236 Maternal-Child Nursing
NURSING- 222 Intermediate Medical Surgical Nursing	NURSING- 234 Intermediate Medical Surgical Nursing
NURSING-232 Advanced Medical Surgical Nursing	NURSING-240 Advanced Medical Surgical Nursing

2. The original course numbers (Nursing 110 Fundamentals + Nursing 111Pharmacology), are now equivalent to the new course numbers (Nursing 112 Foundations of Nursing + Nursing 114 Fundamentals of Nursing)

Original Course Numbers	New Course Numbers
NURSING-110 + NURSING 111	NURSING-112 + NURSING 114

Summary:

New Courses Includes ISA's	1	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	20
Modified Courses	2	New SLO's	2	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	1	Proposals Reviewed in Technical Review Session	32
New Non Credit Courses	-0-	New Prerequisites	1	Proposals Returned from Technical Review Session	7

MEMORANDUM

To: Dr. Edel Alonso, President, Academic Senate
From: David C. Andrus, Chair, Policy Committee
Date: November 5, 2012

Re: Permissible Use of Attendance in Grading Rubrics

At the October 11, 2012 meeting of the Academic Senate I was asked to conduct research on behalf of the Senate as to the permissible parameters regarding the use of student attendance by instructors as a component of course grading rubrics.

I contacted the Legal Affairs Division of the Statewide Chancellor's Office (CCCCO). They confirmed the memo you referred to during the October 11th meeting is not an official Legal Opinion issued by their office. In fact, it is not clear who authored that memo. The operating assumption is that another College made a similar inquiry and someone either from the Chancellor's office or of some other legal position offered an informal response and opinion. However, it does not have the force and effect of policy from the CCCCCO.

The CCCCCO seemingly has no Legal Opinion or Legal Advisory providing guidance on this matter. The Statewide Academic Senate (ASCCC) has no relevant white paper that I could find. But, the Legal Affairs Division did direct me to a 2011 statement by the ASCCC Executive Director. That statement is consistent with the position commonly held throughout the State as noted in the informal legal opinion you referred to on October 11th.

Having initially searched Title 5 of the CCR as well as the California Education Code there exists no provision that speaks directly to the issue of attendance in relation to grading. However, Title 5 Section 55002 "Standards and Criteria for Courses" is the relevant provision governing this matter. Specifically, Section 55002(a) (2)(A) states:

"Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students."

While this section does not speak specifically to the issue of attendance, it seems to be the common interpretation by the CCCCCO and ASCCC, as well as by a literal interpretation of the language of the section, that grading must only be related to some sort of demonstrated proficiency on the part of the student. This would exclude attendance as a sole, individual

criterion available for usage by instructors in their course grading rubrics. While the CCCC has not gone on the record with a Legal Opinion regarding this matter, it was made clear to me they are comfortable with the currently held common interpretation of this matter and urge us to adopt the same.

To be clear, the current interpretation is that student absences alone should not be a criterion or element of any instructor's grading rubric unless an absence can be associated with any missed performance of demonstrated competency of the subject matter. In isolation, excessive absences should result in a student being possibly dropped from the course as opposed to a reduction of a student's grade.

Consequently, the common position held Statewide is the same position I am recommending the Academic Senate honor and uphold. To do otherwise would place College of the Canyons in the unenviable position as outlier in the customary interpretation of Section 55002(a)(2)(A) of Title 5. The only reason to assume a different position and interpretation of this matter would be to assume a leadership role statewide in an effort to challenge the status quo. In the absence of any consensus to do so I suggest our Academic Senate adopt the established interpretation of this aspect of Title 5 grading policy.

**BYLAWS
Of the
ACADEMIC SENATE
COLLEGE OF THE CANYONS**

(PROPOSED)

ARTICLE I – MEMBERSHIP

Section A - The Electorate

1. The Electorate shall consist of tenured and tenure-track Faculty as defined in Article III of the Academic Senate Constitution (hereinafter “the Constitution”).
2. Voting members of the Academic Senate shall be selected by and from the Electorate.
3. A maximum of three Adjunct Faculty Members may be elected as voting members to the Academic Senate per Article IV of the Constitution.

ARTICLE II – RESPONSIBILITIES

Section A – Statement of General Duties and Expectations

To ensure effective shared governance, faculty representation and the successful development of academic standards faculty elected to serve as members of the Academic Senate, as well as those faculty members working on behalf of the Academic Senate, shall make any and all attempts to adhere to the rules and expectations listed herein, conduct due diligence of all matters brought before them and adhere to the highest degree of professional behavior in carrying out the duties bestowed upon them by the Electorate.

Section B – Duties of President

1. The President shall prepare the agenda of all regular and special meetings of the Academic Senate, post each agenda in compliance with the Brown Act, and distribute each agenda to all Senators at the time of public posting.
2. The President shall preside at all meetings of the Academic Senate. The President or a designated Senator shall represent the Academic Senate at all Board of Trustees meetings, as well as relevant district and college meetings.
3. The President, in consultation with the Academic Senate, shall appoint faculty members to represent the faculty in college-wide committees.
4. The President shall manage all income and expenses incurred by the Senate.
5. The President or the President’s designee shall attend Fall and Spring meetings of the California Community College Academic Senate and regional Community College Academic Senate meetings.
6. The President shall chair all meetings of the Executive Committee.

Section C – Duties of Vice-President

1. The Vice-President shall preside over meetings of the Academic Senate in the President's absence.
2. The Vice-President shall assume the duties of the President if the President vacates the Office of the Presidency during his or her term. The Vice President shall assume the duties of the President on an interim basis upon the request of the President.
3. The Vice-President shall assist the President and perform other duties, as assigned by the President at Academic Senate and Executive Committee Meetings. The Vice President shall attend all meetings of the Executive Committee and Academic Senate.
4. The Vice-President shall make every effort to attend the next scheduled leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference.

Section D - Duties of the Secretary

1. The Secretary shall prepare and keep a permanent record of all regular and special meetings. The Secretary shall attend all meetings of the Executive Committee.

Section E - Duties of the President-Elect

1. Any member of the Electorate who is elected to serve as President of the Academic Senate will serve as President-Elect upon confirmation of said election results by the Academic Senate. The President-Elect shall serve in that capacity until the first day of the subsequent month of July in which they assume the duties of the Presidency. If the President-Elect also sits as a member of the current term of the Academic Senate, the he or she must fulfill all duties assigned and shall not neglect their current position on the Senate in anticipation of assuming the Presidency.
2. The President-Elect shall make every effort to attend all meetings of the Academic Senate to ensure an effective transition to leadership.
3. The President-Elect shall make every effort to attend the next leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference.
4. The President-Elect shall make any and all attempts to attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District during his or her term as President-Elect and before he or she assumes the duties of the Presidency.

Section F - Duties of the Past President

1. The Past President shall provide support and expertise to the President.
2. The Past President, acting as parliamentarian, shall recommend parliamentary procedures as prescribed in the Robert's Rules of Order or any other parliamentary authority adopted by the Academic Senate. In the absence of the Past President, the Chair of the Policy Committee shall serve as parliamentarian.

Section G - Duties of Senators

1. Division Senators

a. Attendance - Senators serving as Division Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time.

i. Absence – Division Representatives shall make any and all effort to secure an alternate Representative from their respective division in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

b. Appointments - All Division Representatives shall be eligible for and should anticipate appointment to at least one Academic Senate standing committee or ad hoc committee per academic year.

c. Liaison Duties - Senators serving as Division Representatives shall be the liaison between their representational areas and the Academic Senate. Senators shall explain Academic Senate agenda material to their constituents and present to the Senate concerns from their affected areas.

2. At-Large Senators

a. Attendance - Senators serving as At-Large Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time.

b. Appointments - At-Large Representatives shall be eligible for and should anticipate being appointed to represent any academic division lacking a Division Representative on the Academic Senate.

i. Absence – At-Large Representatives shall make any and all effort to secure an alternate Representative from the Electorate in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

c. Liaison Duties - Senators serving At-Large Representatives as shall be the liaison between the full Electorate and the Academic Senate. Senators shall be prepared to explain Academic Senate agenda material to their constituents and present to the Senate concerns from any affected campus area.

Section H - Transition Duties

1. It is the duty of the President and the President-Elect to:
 - a. Schedule at least two “transition” meetings whereby the outgoing President informs and prepares the President-Elect regarding ongoing matters of professional concern and Academic Senate business as well as debriefs the President-Elect on typical procedural requirements of the Office of the Presidency.
 - b. **Ensure** the President-Elect has key access to the physical office space assigned to the Academic Senate as well as the overall resources of the Academic Senate.
 - c. Ensure a meeting of the President, President-Elect, and Executive Committee to ensure seamless transition of Academic Senate business.
 - d. Jointly attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District.

ARTICLE III – MEETINGS AND SENATE PROCEDURES

Section A - Ralph M. Brown Act

1. Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.
2. All meetings of this organization shall be public meetings. No meeting, or executive session of this organization or any committee or sub-committee meeting of this organization shall be closed to the public except to discuss a personnel matter, or to discuss litigation in which the Academic Senate is involved, or may be involved.
3. All Votes shall be taken in accordance with the Provisions of the Brown Act.
4. The President may put the meeting into executive session as prescribed in The Ralph M. Brown Act.

Section B – Meeting Procedures and Standing Rules

1. Meeting Procedures

- a. Except as otherwise provided, the most recent Robert’s Rules of Order shall govern meeting procedures.
- b. All votes shall be taken by voice, roll call or signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.

2. Standing Rules

- a. The Academic Senate may adopt Standing Rules to implement the intent and purposes of these Bylaws.
- b. Standing Rules shall be adopted by a majority vote of the Academic Senate.

ARTICLE IV – ELECTIONS

Unless otherwise assigned by a majority of the Academic Senate, the administration of all elections outlined in Article IV of the Academic Senate Constitution shall be conducted by the Elections Committee of the Academic Senate.

ARTICLE V – COMMITTEES

Section A - Committee Membership Eligibility

All faculty are eligible to serve on committees of the Academic Senate.

Section B - Standing Committees

Membership on standing committees shall be approved by a majority vote of a quorum of the Academic Senate. The standing committees are:

1. Academic Staffing Committee
2. Academic Standards Committee
3. Board Policies and Procedures
4. Constitution and Bylaws Committee
5. Cultural Heritage Committee
6. Curriculum Committee
7. Elections Committee
8. Equivalencies Committee
9. Faculty Professional Development Committee
10. Honors Program Committee
11. Interdisciplinary Committee and Coffee on the Side
12. Program Review Committee
13. Scholarly Presentation Committee
14. Skills for Success Committee
15. Student Learning Outcomes Committee

Section C – Collegial Consultation Committees

1 - Collegial Consultation Committees are a reflection of the spirit and requirement of AB 1725 shared governance. AB 1725 not only enables, but demands faculty participation in the governance of matters at the local district level. Doing so ensures necessary faculty input on matters concerning the development of sound policy and

maintenance of quality academic standards. Consequently, active membership and participation on shared governance committees is essential to the charge of the Academic Senate and the mission of the District.

2 - Membership on collegial consultation committees shall be approved by a majority vote of a quorum of the Academic Senate. The collegial consultation committees are:

- a.** College Planning Team (CPT)
- b.** College Policy Council
- c.** Facilities Master Plan
- d.** Enrollment Management
- e.** President’s Advisory Council on the Budget (PAC-B)
- f.** Technology
- g.** Health and Safety Committee

Section D - Ad Hoc Committees

The Academic Senate may establish “Ad-Hoc” committees to accomplish specific tasks. Upon completion of these tasks, these committees may be dissolved or approved as a standing committee. Membership on ad-hoc committees shall be approved by a majority vote of a quorum of the Academic Senate.

Section E - Committee Chairpersons

1 - Committee chairpersons may be recommended by the Academic Senate President or by the committee and approved by a majority of a quorum of the Academic Senate. Chairpersons of standing committees shall be appointed for one academic year unless otherwise directed by the operating procedures of the assigned committee.

2 - All terms of committee chairpersons shall commence on the first day of July subsequent to their appointment and confirmation by the Academic Senate. Appointments occurring after the first of July may be deemed retroactive by a majority vote of a quorum of the Academic Senate.

ARTICLE VI – AMENDMENTS

Section A – These Bylaws may be amended by a two-thirds vote of a quorum of the Academic Senate.

ARTICLE VII – ENACTMENT CLAUSE

Section A – Initial Effective Date

These Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.

Section B – Amendments

Amendments to these Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.

Curriculum Requiring 5year Revision

Allied Health/Public Safety			
Course	Course Title	Date Approved	Status
ADMJUS 130	Report Writing for Law Enforcement	5/4/2006	
ADMJUS 135	Evidence	5/4/2006	
ADMJUS 160	Traffic: Enforcement and Investigation	5/4/2006	
ADMJUS 175	Organized Crime & Vice	5/4/2006	
FIRETC 101	Fire Protection Organization	5/3/2007	
FIRETC 102	Fire Prevention Technology	5/3/2007	
FIRETC 103	Fire Protection Equipment and Systems	5/3/2007	
FIRETC 104	Building Construction for Fire Protection	5/3/2007	
FIRETC 105	Fire Behavior and Combustion	5/3/2007	
HLHSCI 045	Emergency Medical Services Career Preparation	3/1/2007	Archived
HLHSCI 097	Special Topics in Health Science	3/2/2006	Archived
NURSNG 045	Basic EKG Interpretation	3/2/2006	Stage 1
NURSNG 120	Beginning Medical/Surgical Nursing	8/31/2006	Will be Archived
NURSNG 122	Maternal Newborn Pediatric Nursing	8/31/2006	Will be Archived
NURSNG 210	Nursing Internship	3/2/2006	Will be Archived
NURSNG 222	Intermediate Medical Surgical Nursing	8/31/2006	Will be Archived
NURSNG 232	Advanced Medical-Surgical Nursing	9/15/2005	Approved
Career Technical Education (CTE)			
Course	Course Title	Date Approved	Stage/Status
AUTO 107	Advanced Electrical Systems	5/4/2006	Reached Stage 7
CMPELC 110	Introduction to Music Technology	4/6/2006	
CMPELC 130	Computer Electronics I	9/15/2005	
CMPNET 134	Network+ Certification	2/2/2006	Archived
CMPNET 171	Security+ Certification	2/2/2006	Reached Stage 7
CMPNET 188	MS SQL Server	2/2/2006	Archived
CMPNET 189	MS Exchange Server	2/2/2006	Approved
CMPNET 192	Linux/UNIX 2	2/19/2004	
CMPNET 255	BGP Routing	2/2/2006	Archived
CONST 102	Construction Management Principles	4/20/2006	
CONST 104	The Construction Process-Planning and Scheduling	4/20/2006	
CONST 105	Construction Estimating Principles	6/1/2006	
CONST 106	Construction Law Survey	6/1/2006	Stage 1
CONST 109	California Building Code	2/15/2007	
CONST 120	California Mechanical Code	2/15/2007	
CONST 122	California Plumbing Code	2/15/2007	
CONST 124	California Electrical Codes	2/15/2007	
CULARTS 128	Principles of Baking II	5/3/2007	
HRMGT 101	Introduction to the Hospitality Industry	2/16/2006	Approved
HRMGT 102	Introduction to the Travel Industry	10/5/2006	Stage 3
HRMGT 210	Hotel and Restaurant Law	2/16/2006	Approved
HRMGT 220	Restaurant Operations	2/16/2006	Approved
HRMGT 225	Food Service Sanitation and Safety	2/16/2006	Approved
HRMGT 235	Hotel and Restaurant Sales & Marketing	2/16/2006	Stage 3
HRMGT 245	Hotel Restaurant Supervision and Guest Relations	2/16/2006	Stage 3
HRMGT 275	Hospitality Industry Accounting	2/16/2006	Approved
MFGT 093	Introduction to Robotics	5/4/2006	

SURV 101	Introduction to Land Surveying	11/16/2006	
SURV 102	Advanced Land Surveying	11/16/2006	
SURV 103	Advanced Applications in Surveying I	8/10/2006	Stage 3 - Requested Changes
SURV 104	Advanced Applications in Surveying II	8/10/2006	Stage 7 - Requested Changes
SURV 105	Boundary Control and Legal Principles I	8/10/2006	Stage 7 - Requested Changes
SURV 106	Boundary Control and Legal Principles II	8/10/2006	Stage 2
SURV 107	Construction Surveying	8/10/2006	Stage 1
SURV 110	Computer Aided Drafting for Surveyors	8/10/2006	Stage 3 - Requested Changes

WELD 100	Introduction to Oxyacetylene Welding	11/16/2006	
WELD 120	Industrial Welding I	11/16/2006	
WELD 122	Industrial Welding II	11/16/2006	
WELD 124	Industrial Welding III	11/16/2006	
WELD 165	Pipe Welding Fundamentals	9/29/2005	Stage 1

Education			
Course	Course Title	Date Approved	Stage/Status
ECE 155	Science and Math for the Young Child	1/26/2006	Stage 7 - Requested Changes
ECE 156	Literature and Language Development for the Young Child	1/26/2006	Stage 7 - Requested Changes
ECE 160	Understanding and Education of Exceptional Children	1/26/2006	Stage 3 - Requested Changes
ECE 165	Teaching Children in a Diverse Community	1/26/2006	Stage 7 - Requested Changes
ECE 201	Supervision and Administration of Children's Programs	5/4/2006	
ECE 202	Advanced Supervision and Administration of Children's Programs	5/4/2006	
ECE 220	Adult Supervision in ECE: The Mentoring Process	4/19/2007	

Enrollment Services			
Course	Course Title	Date Approved	Stage/Status
COUNS 075	Building Math Confidence	3/1/2007	Approved
COUNS 120	University Transfer Planning	2/15/2007	Stage 6 - Requested Changes

Fine & Performing Arts			
Course	Course Title	Date Approved	Status
ART 111	Art History: Renaissance to Modern	3/2/2006	Stage 7 - Requested Changes
ART 115	Art History: Impressionism to Present	12/1/2005	Stage 7 - Requested Changes
ART 124A	Drawing I	3/2/2006	Stage 1
ART 124B	Drawing II	3/2/2006	
ART 140	Beginning Design: Two-Dimensional Media	3/2/2006	
ART 141	Beginning Design: Three-Dimensional Media	5/4/2006	Stage 7 - Requested Changes
ART 222	Illustration I	5/4/2006	
ART 224A	Drawing III - Life Drawing	3/2/2006	
ART 227	Painting I	5/4/2006	
ART 228	Painting II	5/4/2006	
ART 229	Landscape Painting	9/15/2005	Stage 3 - Requested Changes
ART 235	Sculpture	1/26/2006	Stage 3 - Requested Changes
ART 237	Fundamentals of Printmaking	12/1/2005	Stage 4
ART 238	Printmaking - Intaglio	12/1/2005	Stage 3
DANCE 107	Dance Conditioning	3/17/2005	Stage 3 - Requested Changes
DANCE 108	Pilates	9/15/2005	Reached Stage 7
DANCE 121	Modern Dance I	11/2/2006	Stage 3
DANCE 141	Introduction to Ballet Techniques	9/15/2005	Stage 3 - Requested Changes

DANCE 159	Commercial Dance	9/15/2005	Stage 3 - Requested Changes
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MUSIC 125	Studies in Music Composition	3/2/2006	
MUSIC 129	Music Production for Film & Television	3/6/2003	
MUSIC 151	Jazz Improvisation	4/19/2007	
MUSIC 161	Guitar Studies II	10/19/2006	
MUSIC 168	Jazz Guitar Studies II	10/19/2006	
MUSIC 170	Bass Guitar Studies I	11/2/2006	
MUSIC 185	Symphonic Band	10/7/2004	Reached Stage 7

PHOTO 140	History of Photography	1/26/2006	Reached Stage 7
PHOTO 160	Black and White Photography	1/26/2006	Reached Stage 7
PHOTO 171	Handmade Book and Photographic Reproduction Process	1/26/2006	Reached Stage 7
PHOTO 180	Documentary and Landscape Photography	1/26/2006	Stage 3 - Requested Changes
PHOTO 198	Special Topics in Photography	4/20/2006	
PHOTO 295	Professional Practices and Portfolio	1/26/2006	Reached Stage 7

THEATR 127	Improvitational Performance	9/29/2005	Stage 7
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Humanities			
Course	Course Title	Date Approved	Stage/Status
CHINESE 101	Elementary Chinese I - Mandarin	5/4/2006	
CINEMA 121	History of American Cinema	12/1/2005	Reached Stage 7
CINEMA 123	American Cinema: Crossing Cultures	9/15/2005	Reached Stage 7
CINEMA 127	Great Film Makers	1/26/2006	Reached Stage 7
ENGL 091	Introduction to College Reading and Writing	3/1/2007	Stage 7 - Requested Changes
ENGL 101	English Composition	3/1/2007	Stage 3
ENGL 101H	Honors English Composition	3/15/2007	Stage 1
ENGL 103	Critical Reading, Writing, & Thinking	4/19/2007	Stage 3
ENGL 111	Introduction to Linguistics	10/19/2006	Stage 7
ENGL 122	Literary Magazine Production	3/2/2006	Approved
ENGL 135	Literature and Film	2/15/2007	Approved
ENGL 250	British Literature I	4/6/2006	Stage 4
ENGL 271	Mythology	10/19/2006	Stage 3
ESL 085	Accent Reduction	3/1/2007	Stage 1
GERMAN 102	Elementary German II	5/3/2007	
ITAL 102	Elementary Italian II	5/3/2007	
ITAL 150	Conversational Italian	2/17/2005	Stage 1
PHILOS 220	Introduction to Comparative Religion	3/1/2007	Stage 4 - Requested Changes
SPAN 080A	Intensive Elementary Spanish I	2/15/2007	Stage 1
SPAN 080B	Intensive Elementary Spanish II	2/15/2007	
SPAN 201	Intermediate Spanish I	9/1/2005	Stage 1

Kinesiology, Physical Education and Athletics			
Course	Course Title	Date Approved	Stage/Status
KPEA 100	Physical Fitness Lab	2/15/2007	Stage 2
KPEA 101A	Beginning Weight Training	2/15/2007	Approved
KPEA 101B	Advanced Weight Training	2/15/2007	
KPEA 102	Running for Fitness	2/15/2007	Stage 2
KPEA 103	Cardio Cross-Training	2/15/2007	Stage 2
KPEA 104	Spin Cycling Fitness	2/15/2007	Archived
KPEA 105	Step Aerobics	2/15/2007	Stage 3 - Requested Changes
KPEA 106	Bowling	2/15/2007	
KPEA 107	Stretching for Flexibility and Relaxation	3/1/2007	
KPEA 108	Budoshin Ju-Jitsu	2/15/2007	Archived
KPEA 109	Surfing	2/15/2007	Archived
KPEA 110	Mountain Biking	2/15/2007	Archived
KPEA 111	Ice Skating	2/15/2007	Archived
KPEA 112	Sailing	2/15/2007	Archived
KPEA 113	Aqua Aerobics	2/15/2007	Archived
KPEA 115	Deep-Water Running and Conditioning	2/15/2007	Archived
KPEA 118A	Beginning Ice Hockey	3/1/2007	Archived
KPEA 118B	Intermediate Ice Hockey	3/1/2007	Archived
KPEA 118C	Advanced Ice Hockey	3/1/2007	Archived
KPEA 119	Backpacking and Wilderness Survival	3/1/2007	Archived
KPEA 120	Rock Climbing	2/15/2007	Archived
KPEA 122	Ultimate Frisbee	2/15/2007	Archived

KPEA 150	Basketball	2/15/2007	Stage 2
KPEA 170A	Beginning Soccer	2/15/2007	Stage 3 - Requested Changes
KPEA 170B	Intermediate Soccer	3/15/2007	Stage 2
KPEA 175A	Beginning Softball	2/15/2007	Stage 2
KPEA 185A	Beginning Tennis	3/15/2007	Stage 3 - Requested Changes
KPEA 195A	Beginning Volleyball	2/15/2007	Stage 2
KPEA 195B	Intermediate Volleyball	2/15/2007	Stage 1
KPEA 195C	Advanced Volleyball	3/15/2007	
KPEA 196	Beach Volleyball	2/15/2007	Archived
KPEA 245	Off Season Baseball Training	2/15/2007	Stage 2
KPEA 280	Off-Season Swimming Training	2/15/2007	
KPEA 290	Off Season Track and Field Training	2/15/2007	
KPEI 152	Conditioning for Intercollegiate Sports	2/15/2007	Stage 2
KPEI 153	Off -Season Conditioning for Intercollegiate Sports	2/15/2007	Stage 2
KPEI 250A	Intercollegiate Basketball I	3/15/2007	Stage 2
KPEI 250B	Intercollegiate Basketball II	3/15/2007	Stage 2
KPEI 255	Intercollegiate Cross-Country	2/15/2007	Stage 2
KPEI 260	Intercollegiate Football	2/15/2007	Stage 2
KPEI 270	Intercollegiate Soccer	3/15/2007	Stage 2
KPEI 285	Intercollegiate Tennis	3/15/2007	Archived
KPEI 290	Intercollegiate Track and Field	2/15/2007	Stage 1
KPEI 295	Intercollegiate Volleyball	2/15/2007	Stage 2
KPET 104	Theory and Analysis of Football	2/15/2007	
KPET 107	Theory and Analysis of Basketball	2/15/2007	Approved in 2009
KPET 108	Theory and Analysis of Soccer	2/15/2007	Approved in 2009
KPET 120	Emergency Procedures	3/1/2007	Stage 2
KPET 200	Introduction to Kinesiology	2/15/2007	
KPET 201	Principles of Physical Fitness and Conditioning	3/1/2007	Stage 2
KPET 204	Sport in the United States	4/19/2007	Archived
KPET 205	Personal Trainer Certification Preparation	2/15/2007	Stage 2
KPET 209	American Sports in Film	4/19/2007	
KPET 210	Prevention and Care of Athletic Injuries	3/1/2007	Stage 4
KPET 210L	Prevention and Care of Athletic Injuries Lab	3/1/2007	Stage 2
KPET 212	Athletic Training Clinical Experience	2/15/2007	Stage 2
KPET 213	Practicum in Athletic Training	1/18/2007	Stage 2

Mathematics, Science & Engineering

Course	Course Title	Date Approved	Stage/Status
BIOSCI 106	Organismal & Environmental Biology	4/20/2006	Stage 3 - Requested Changes
BIOSCI 201	Introduction to Human Anatomy	4/20/2006	Stage 1
BIOSCI 202	Introduction to Human Physiology	4/20/2006	Stage 5
BIOSCI 204	Human Anatomy and Physiology I	4/20/2006	
BIOSCI 205	Human Anatomy and Physiology II	4/20/2006	
BIOSCI 215	General Zoology	11/17/2005	Stage 5
BIOSCI 216	General Botany	11/17/2005	Stage 5
BIOSCI 219	Marine Biology	12/1/2005	Stage 5
BIOSCI 221	Introduction to Microbiology	11/17/2005	Reached Stage 7
BIOSCI 250	Human Anatomy and Physiology	4/20/2006	
CMPSCI 132	Introduction to Programming	4/19/2007	Stage 5
CMPSCI 192	PHP Programming	2/17/2005	Reached Stage 7
GEOL 100	Physical Geology Lab	8/31/2006	Stage 5
GEOL 102	Historical Geology	8/31/2006	Stage 5
GEOL 105	Geology of California	2/15/2007	Stage 5
GEOL 106	Geology of National Parks/Monuments	2/15/2007	Archived
GEOL 107	Minerals, Rocks, and Fossils	2/15/2007	Archived
MATH 083	Geometry	2/15/2007	Approved
MATH 102	Trigonometry	2/15/2007	Stage 3 - Requested Changes
MATH 103	College Algebra	3/2/2006	Stage 3 - Requested Changes
MATH 104	Precalculus	3/2/2006	Approved
MATH 211	Calculus I	2/15/2007	Stage 5
MATH 212	Calculus II	3/2/2006	Approved
MATH 240	Math Analysis for Business and Social Science	3/2/2006	Stage 5
PHYSICI 101	Physical Science	6/1/2006	Stage 3 - Requested Changes
PHYSIC 101	Introduction to Physics	12/1/2005	Stage 3 - Requested Changes
PHYSIC 222	Physics for Sci. and Eng.: Waves, Heat, Optics and Modern Physics	4/19/2007	

Non-Credit

Course	Course Title	Date Approved	Stage/Status
NC.BCSK 100	GED Preparation	3/15/2007	
NC.BCSK H15	HSD Chemistry	1/18/2007	
NC.BCSK H16	HSD Health	1/18/2007	
NC.BCSK M07	HSD Trigonometry	1/18/2007	
NC.BCSK MA1	Essential Arithmetic	4/19/2007	
NC.BCSK MA2	Math Skills for Nurses	5/3/2007	
NC.CITZ 01	Citizenship for Naturalization	9/29/2005	
NC.VESL 01	Communication for Employment	4/19/2007	
NC.VESL 02	English for Automotive Technology	4/19/2007	

Social Science & Business			
Course	Course Title	Date Approved	Stage/Status
ANTHRO 101	Physical Anthropology	4/6/2006	Stage 5
BUS 101	Bookkeeping and Accounting	11/2/2006	Stage 5
BUS 111	Human Relations in the Workplace	4/19/2007	Stage 5
BUS 112	Human Resources Management	4/19/2007	Stage 5
BUS 113	Retail Management	4/19/2007	Stage 5
BUS 126	Managing Diversity in the Workplace	11/16/2006	Stage 5
BUS 140	Principles of Marketing	5/3/2007	Stage 1
BUS 141	Principles of Advertising	11/2/2006	Stage 3
BUS 143	International Marketing	3/2/2006	Stage 5
BUS 156	Introduction to Investments	11/2/2006	Stage 5
BUS 157	Business Finance	3/2/2006	Stage 7
BUS 159	International Finance	3/2/2006	Stage 5
BUS 160	Business Ethics	1/26/2006	Reached Stage 7
BUS 190	Principles of Electronic Commerce	5/4/2006	Stage 4
BUS 201	Principles of Accounting I	11/2/2006	Stage 5
BUS 202	Principles of Accounting II	11/2/2006	Stage 5
BUS 211	Business Law	11/16/2006	Stage 5
BUS 214	International Business Law	3/2/2006	Stage 5

CIT 010	Exploring Computers - Brief	11/16/2006	Stage 3
CIT 011	Microsoft Windows - Brief	3/1/2007	Stage 3
CIT 035	The Internet - Brief	11/16/2006	Stage 3
CIT 074	Introduction to Photoshop - Brief	4/6/2006	Stage 3
CIT 098A	Microsoft Windows Workshop	4/19/2007	Stage 3
CIT 098B	Microsoft Word Workshop	4/19/2007	Stage 3

CIT 098C	Microsoft Excel Workshop	4/19/2007	Stage 3
CIT 098D	Microsoft Access Workshop	4/19/2007	Stage 3
CIT 098E	Microsoft Powerpoint Workshop	4/19/2007	Stage 3
CIT 105	Microsoft Windows	11/16/2006	Stage 3
CIT 145	QuickBooks Pro	5/4/2006	Stage 3
CIT 150	Microsoft Word I	11/16/2006	Stage 3
CIT 151	Microsoft Word II	11/16/2006	Stage 3
CIT 155	Microsoft Excel I	11/16/2006	Stage 3
CIT 156	Microsoft Excel II	11/16/2006	Stage 3
CIT 161	Microsoft Access II	11/16/2006	Stage 3
CIT 165	Microsoft PowerPoint	11/16/2006	Stage 3
CIT 166	Desktop Publishing	11/16/2006	Stage 3
CIT 170	Website Development I	4/6/2006	Stage 3
CIT 173	Web Development Software: Dreamweaver	4/6/2006	Stage 3
CIT 175	Web Development Software: Flash	4/6/2006	Stage 3

COMS 250	Process of Communication	3/1/2007	Approved
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GERO 002	Understanding Alzheimer's Disease	8/31/2006	Archived
GERO 005	Pharmacology and Aging	8/31/2006	Archived
GERO 006	Coping with Chronic Illnesses in Later Life	8/31/2006	Archived
GERO 007	Coping with Acute Illnesses in Later Life	8/31/2006	Archived

HIST 161	World History I	1/26/2006	Stage 3
HIST 193	History of India	5/3/2007	Stage 4
HIST 198	Special Topics in History	4/19/2007	Will be Archived?
HIST 230	History of American Indians	1/26/2006	Stage 7

PARLGL 109	Computer Literacy for Paralegals	4/20/2006	
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PSYCH 100	Psychology as a Major and Profession	11/2/2006	Stage 7
PSYCH 126	Cognitive Psychology	3/1/2007	Stage 5
PSYCH 135 (104)	Statistics for the Behavioral Sciences	8/10/2006	Stage 5
PSYCH 175	Health Psychology	1/18/2007	Stage 5
PSYCH 180	Positive Psychology	3/1/2007	Stage 3
PSYCH 225	Psychology of Learning and Behavior	11/16/2006	Stage 3

SOCI 220	Introduction to Human Services	6/1/2006	Archived
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