

College of the Canyons
Academic Senate Agenda
March 14, 2013 3:00 p.m. to 4:30 p.m. BONH 330

A.Routine Matters

1. Call to order
2. Approval of the Consent Calendar
3. Adoption of the Consent Calendar
 - a) Approval of Academic Senate Meeting Summary: February 28, 2013(pg.2)
 - b) Approval of the Curriculum Summary meeting: March 7, 2013(pg.5)
 - c) Approval of Senator elections for replacements:
Rebecca Shepherd, Social Science and Business to replace Victoria Leonard
4. President's Report
5. Vice-President's Report

B.Committee Reports

1. Curriculum Committee

C.Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Faculty Professional Development Committee Procedures – in FPDC Committee

D.Discussion Items

1. Calendar 2014-2015 (Four Options) (pg.11)
2. Campus Safety

E.Action Items

F.Division Reports

G.Announcements

H.Open Forum

I. Adjournment

The next Senate meeting is **April 11, 2013**
As always everyone is welcomed

Summary of Academic Senate Meeting February 28, 2013

Attendance: Edel Alonso, Paul Wickline, Amy Shennum Mojdeh Mahn, Deanna Riviera, Shane Ramey, Garen Bostanian, Rebecca Shepherd, Regina Blasberg, Lee Hilliard, David Andrus, Howard Fisher, Lisa Hooper, Omar Torres, Vincent Devlahovich, Rebecca Eikey, Jasmine Ruys, Ann Lowe, Mike Sherry, Michelle LaBrie, Joe Gerda, Mike Wilding, Cindy Stephens, Juan Buriel, Ruth Rassool and Garret Hooper

A. Routine Matters

1. Call to order: Edel called the meeting to order at 3:00 p.m.
2. Approval of the agenda with the addition of 2013-2014 Calendar as an action item moved by Garrett Hooper, Senator and Senate Rep on the Calendar Committee. The Senate did discussed this at our last meeting: **Approved**
3. Adoption of the Consent Calendar
 - a) Approval of the Academic Senate Summary for February 14, 2013: **Approved**
 - b) Approval of the Summary for Curriculum Committee Meeting: February 21, 2013: **Approved**
 - c) Approval of Senator elections: Amy Shennum, Allied Health and Public Safety; Howard Fisher, PE **Approved**

4. A. Report of Dr. Edel Alonso, Senate President

- ✓ Edel reported that there was a Board meeting last night. Mike Wilding and Barry Gribbons gave a report on all the steps taken by the administration for emergency preparedness based on national and FEMA standards. As part of her Academic Senate report to the Board, Edel thanked Jim Schrage for beginning to address the work orders to post emergency numbers and evacuation plans in all the classrooms. She also thanked Jim for calling a meeting of the Health & Safety Committee for March. Edel also thanked Michael Wilding for agreeing to attend the next Senate meeting for a discussion on safety. Edel also explained at the Board meeting that faculty are asking for practical information such as where to evacuate in an emergency, what to do, whom to contact, where the fire extinguishers and the portable defibrulators are located.
- ✓ Edel has read the Decision Making Guide which defines the role of the Health & Safety Committee different from how the committee has apparently been functioning. She will bring this to the attention of the committee when it meets on Friday, March 8 and ask for a discussion. A question was asked about security installing cameras on campus? With cameras we might be able to detect movement on campus. Please send suggestions and concerns to Edel so she can take them to the meeting on March 8th. It was agreed by everyone at the Senate meeting that although the administration has taken emergency preparedness steps, they have not been known by the faculty to the degree that they would like.
- ✓ Edel reported on the Department Chairs Retreat. She reported that she had made a presentation on changes coming to Minimum Qualifications and Equivalencies; Paul Wickline, Miriam Golbert, and Daylene Meuschke made a presentation on Program Review, and Paul Wickline and Nicole Lucy made a presentation on SLOs. Edel handed the Senators a copy of the handout she distributed at the Dept. Chairs Retreat defining minimum qualifications and equivalencies and explaining that the Minimum Qualifications and Equivalencies committee is working together with HR to developed Committee Procedures. She reminded the faculty that Program Reviews

are due tomorrow. SLO's Committee Chair, Rebecca Eikey, passed around a list of programs and courses with no evidence of SLO assessment. Discussion followed about how some SLO assessment evidence may have been entered improperly into the online Program Review and need to be corrected. It is possible, also, that a course has not been assessed because it has not been offered or it has been cancelled because of underenrollment. The SLO Committee really wants to help faculty complete this task and offered its members to help. Nevertheless, they have contacted the departments on the list numerous times. Edel thanked the committee for all the hard work they have done through the years reaching out to individual departments. She urged the Senators to let their Divisions know the seriousness of completing SLO assessments for Accreditation. The faculty is responsible for SLO assessments just as they are responsible for curriculum development. We do not want to jeopardize our accreditation! Paul Wickline, explained that if a department cannot assess a class because it is not offered, just enter that information into the Program Review.

- ✓ Edel informed the Senate that the Senate Office is adding links to committee procedures under each Senate Committee listed on the Committees page of the Senate website once a committee develops written procedures and then they are approved by the Senate as a whole.

B. Report of Paul Wickline, Senate V.P.

- ✓ Paul reported that Barry has asked to meet on the subject of outcome indicators, which may be an issue for ACCJC. There is a movement to ask colleges for indicators of student completion rates disaggregated by ethnicity as with the ARCC 2 report. We may be asked to establish "Target Rates" although we have not seen definitions for any of these measures. Edel and Rebecca Eikey will both sit on this new committee which will meet for the first time this week.

B. Committee Reports

- ✓ SLO – Rebecca Eikey distributed a list of programs and courses, which in the Program Reviews, do not appear to have completed an SLO assessment cycle. Rebecca emphasized that the SLO Committee is available to assist department chairs and other faculty understand the process and to answer questions if they need help completing this information in their Program Reviews. The data on courses and programs gathered to create this list came from Program Reviews so if there are courses and programs on the list by mistake because the departments have indeed already completed assessment cycles, please note that the assessment information must be entered properly into the Program Review online. Edel thanked the SLO Committee for all their hard work for years, reaching out to the departments and presenting FLEX workshops to help faculty with SLOs. Edel emphasized how important the work of completing SLO assessment is for Accreditation. She emphasized the faculty responsibility for any curriculum related matters and matters of student progress and achievement and therefore SLOs. We certainly do not want to jeopardize our Accreditation because of SLOs. Edel asked that the Senators to relay the importance of this issue with their divisions.
- ✓ Faculty Professional Development – Lisa Hooper reported that the committee has a large volume of work coming to them and it has been meeting once a month. Its aim is to support the efforts of faculty through professional development to meet their needs. The committee allows for up to two voting

members per Division. They are writing Committee Procedures regarding FLEX credit for workshops, conferences, training outside of COC, outreach, , and independent projects. They are also considering limiting any one of these FLEX activities to a total maximum of 20.5 hours. They have also discussed allowing up to 8 hours per semester of collaborative technical support. Lisa invited faculty make suggestions to the Faculty Professional Development Committee. A question was asked regarding training of adjuncts. Lisa said she had spoken with the Chancellor regarding this. Teresa Ciardi, co-chair, is working on revising the application. Another question was asked about conferences to which faculty bring students and therefore have added duties/responsibilities. Edel thanked Lisa and Teresa for all the work they and the members of the committee have done to review procedures and discuss possible changes.

- ✓ Curriculum - Ann Lowe reminded the Senate about the “Hot List” of courses that need to meet the five year revision deadline of next Friday, March 8, 2013. She reminded everyone that if revisions do not meet the deadline, the department cannot offer the class.

C.Unfinished Business

1. Senate’s Proposal for New Procedures: Counseling Services – in Policy Committee
2. Senate’s Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Faculty Professional Development Committee Procedures – in FPDC

D.Discussion Items

1. SLO Committee Benchmarks for Proficiency and Accreditation – Rebecca Eikey addressed this issue under Committee Report.
2. Calendar 2013-2014 – Garrett Hooper shared that the Calendar Committee met, discussed, and agreed to propose to the Senate carrying over the 2012-2013 calendar to 2013-2014. Mike Wilding told the Senate that he would like to adopt a calendar for 2014-2015 by May 6, 2013. He will have Jasmine Ruys, a member of the Calendar Committee draw up options and send them to the Senate for discussion. The Senate suggested receiving background information and rational for the different options.
3. Emergency Preparedness and Campus Safety – Mike Wilding distributed the list of FLEX presentations on the issue of safety since 2010 and a list of emergency preparedness activities that the college has pursued. He also showed the Senate a poster that will be posted in the classrooms starting with Hasley Hall. The Senate again asked for an emergency drill so that all faculty, full-time and adjunct, can be involved. and the posters as soon as possible and

Handout: Emergency Preparedness Trainings Offered Through FLEX Professional Development

2010/11, 2011/12, 2012/13

Date	Title	FT Faculty Attendees	Adjunct Faculty Attendees
8/16/10	Emergency Preparedness: Shelter in Place	21	1
8/16/10	CPR Training	6	4
8/17/10	Suicide Prevention: When to Ask for Help	12	2
8/17/10	Post Traumatic Stress Disorder & Veterans: A Presentation and Discussion with a Readjustment Counseling Therapist and Combat Veteran	14	3
10/12/10	Emergency Preparedness: Shelter in Place	0	1
2/4/11	Emergency Preparedness: Shelter in Place	7	0
2/4/11	First Aid Training	1	3
2/4/11	The Big One: How Earthquakes Happen and What to Do When One Hits	12	0
8/12/11	American Red Cross CPR/AED/First Aid Training	4	8
1/30/12	Campus Emergency Response	15	2
1/31/12	Campus Emergency Response	12	1
8/17/12	American Red Cross CPR/AED/First Aid Training	5	1
8/20/12	Mental Health 101 for	13	2

	Faculty and Staff		
8/21/12	Suicide Prevention and Intervention	22	2
8/22/12	How to Evacuate Students During a Campus Emergency	44	2
8/23/12	How to Evacuate Students During a Campus Emergency	0	6
10/24/12	Depression & Suicide: Friend as a First Responder	0	1
12/18/12	Emergency Preparedness Training	11	3
1/28/13	Emergency Preparedness Training	8	1
1/29/13	Safety Training for Science Faculty	8	2
1/29/13	Psychological Distress: How to Help Students in Need	20	5

Handout to the Academic Senate from Dr. Michael Wilding 2-28-13

Some Activities Related to Emergency Preparedness

Equipment:

- Emergency supplies at both campuses. These items include generators, personal equipment, rescue equipment, and everything we need to operate a command post.
- Multiple radio repeater antennas. These can be seen atop the University Center and allow for far more powerful communications.
- Multi channel radios. These have been distributed to over 70 incident command personnel.
- AEDs – We now have AEDs at key locations and one on each campus safety truck.
- Satellite phones

Training:

- Multiple evacuation drills
- Table top training with the incident command staff
- Training of night duty personnel
- CPR and First Aid for command staff personnel
- ICS 100 and 200 (FEMA courses) for command staff
- Training on the Emergency Notification System
- FLEX workshops every semester for about the last two years
- Training with the Sheriff's Department in the event of a campus shooter
- Organizational Changes regarding ICS personnel

Communication:

- ENS – We now have the ability to message in a timely manner using text, email, and voicemail.
- Shelter in Place video – this is available online and is featured in all FLEX sessions.
- Emergency Operations Plan – as with the video, the plan is online. Last fall we distributed an abbreviated copy to every staff member.
- Created and posted signage for every phone on both campuses with clear dialing directions

Plans for the future include:

- Continued FLEX training
- Developing the ability to message every instructor workstation
- Modifying the phone system to use the classroom phones as PA systems
- Continued command staff training including CERT training
- Joint exercises with first responders
- Training with students
- Plans are underway to create an online orientation module that all new students will be required to complete
- Printed posters with building evacuation procedures and evacuation site locations

(Summary continued)

E.Action Items

1. BP 5053 Matriculation – Assessment: **Approved**
2. BP/AP 5055 Enrollment Priorities: **Approved**
3. Calendar 2013/2014: **Approved**

F.Division Reports: N/A

G.Announcements: N/A

H.Open Forum: N/A

I.Adjournment: 4:35 p.m.

CURRICULUM COMMITTEE SUMMARY

March 7th, 2013

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of an electronic Technical Review meeting:

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

Members absent: Ruys, Jasmine – Admissions & Records, Non-voting member

MODIFIED COURSES for consent:

Subject	#	Title	Description of action	Author	Effective
BUS	190	Principles of Electronic Commerce	Revised descriptions, revised SLO's (2) , revised objectives and content, updated text. - Approved	D. Slonko	Fall 2013
GEOL	100	Physical Geology Lab	Revised descriptions, revised SLO's (2) , revised objectives and content, updated text. - Approved	V. Derlahovich	Fall 2013
GEOL	102	Historical Geology	Revised descriptions, revised SLO's (2) , revised objectives and content, updated text. - Approved	V. Derlahovich	Fall 2013
GEOL	105	Geology of California	Revised descriptions, revised SLO , revised objectives and content. - Approved	V. Derlahovich	Fall 2013
KPEA	102	Running for Fitness	Revised descriptions, objectives & content. - Approved	C. Cota	Fall 2013
KPEA	175A	Beginning Softball	Revised descriptions, objectives & content.	J. Wasmath	Fall 2013
KPEA	195A	Beginning Volleyball	Revised descriptions, revised SLO , revised objectives & content. - Approved	I. Hooper	Fall 2013
KPET	120	Emergency Procedures	Revised descriptions, revised SLO's (2) , revised objectives & content, updated text. - Approved	C. Peters	Fall 2013
KPET	210	Prevention and Care of Athletic Injuries	Revised descriptions, revised SLO , revised objectives & content, updated text. - Approved	S. Shraan	Fall 2013
KPET	210L	Prevention and Care of Athletic Injuries Lab	Revised descriptions, objectives & content, updated text. - Approved	S. Shraan	Fall 2013
NURSNG	045	Basic EKG Interpretation	Changed to Letter Grade (formerly Pass/No Pass only) , revised descriptions, new SLO , revised objectives & content, updated text. - Approved	I. Bettke	Fall 2013
PSYCH	175	Health Psychology	Revised schedule description, revised SLO , revised objectives & content, updated text. - Approved	T. Mahan	Fall 2013
WELD	120	Industrial Welding I	Revised descriptions, revised SLO's (5) , revised objectives and content, updated text. - Approved	T. Baber	Fall 2013

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NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
NURSNG	250	Transition to Professional Practice	3 units, 162 hours lab, not repeatable. added SLO . - Approved	T. Rorick	Fall 2013

MODIFIED COURSES:

Subject	#	Title	Description of action	Author	Effective
ART	111	History of Art: Renaissance to Modern	Revised descriptions, revised SLO , revised objectives & content, updated text. Added Distance Learning Addendum. - Approved	K. McCaffrey	Fall 2013
ART	115	Art History: US and European Modernism	Changed title (formerly Art History: Impressionism to Present) , revised descriptions, revised SLO , revised objectives & content, updated text. - Approved	K. McCaffrey	Fall 2013
BUS	140	Principles of Marketing	Revised SLO , revised objectives & content, updated text. - Approved	D. Stonko	Fall 2013
CONST	106	Survey of Construction Contracts and Laws	Changed title , revised descriptions, revised SLO's (2) , revised objectives & content, updated text. - Approved	R. Blasberg	Fall 2013
ESL	091	Accent Reduction	Changed course number (formerly 085) , revised scheduled description, revised SLO , revised objectives & content, updated text. - Approved	S. Maclean	Fall 2013
HIST	112	United States History II	Revised objectives and content, updated texts - Approved	B. Ricci	Fall 2013
ITAL	150	Conversational Italian	Revised SLO , revised objectives. - Will be reviewed at next technical review session	C. Accata	Fall 2013
PARLGL	109	Computer Literacy for Paralegals	Revised descriptions, revised SLO's (2) , revised objectives & content, updated text. - Will be reviewed at next technical review session	H. Yandrea	Fall 2013
PHYSIC	222	Physics for Scientists & Engineers: Wave Motion, Heat, Optics & Modern Physics	Revised SLO , revised objectives & content, updated text. Added Distance Learning Addendum, removed prerequisite of MATH-211 (MATH-211 is a prerequisite for PHYSIC-220, PHYSIC-220 is a prerequisite for PHYSIC-222). - Will be reviewed at next technical review session	D. Michaels	Fall 2013
SPAN	201	Intermediate Spanish I	Revised descriptions, revised SLO's (2) , revised objectives & content, updated text. - Will be reviewed at next technical review session	C. Accata	Fall 2013
SURV	103	Advanced Applications in Surveying I	Revised descriptions, revised SLO , revised objectives & content, updated text. Changed prerequisite of SURV-102 to recommended preparation. - Will be reviewed at next technical review session.	R. Blasberg	Fall 2013
THEATR	127	Improvisational Performance	Changed to 2 units (formerly 3) . Revised descriptions, revised SLO's (2) , revised objectives & content. - Will be reviewed at next technical review session.	P. Wickline	Fall 2013

Discussion Items:

-The Committee was reminded to read the Honors Program Plan in preparation for the presentation by the Honors Steering Committee presentation at the March 21st Curriculum Committee meeting.

-The Administrator co-chair of the Curriculum Committee shared concerns regarding the curriculum review process and that faculty are finding it extremely stressful, time consuming and confusing. The committee brainstormed ways to make the process more efficient and collegial for faculty, and will continue to provide assistance by reaching out to faculty members more actively to provide help and support.

New Courses Includes ISA's	1	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	1	Deleted Courses	-0-
Modified Courses	19	New SLO's	2	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	17	Proposals Reviewed in Technical Review Session	20
New Non Credit Courses	-0-	New Prerequisites	-0-	Proposals Returned from Technical Review Session	-0-

Option 1: 5 Week Winter Session College of the Canyons Academic Calendar 2014-2015

Fall 2014

August	Mandatory Opening Day First Day of Fall Semester	August 22 (Friday) August 25 (Monday)
September	Labor Day Holiday	September 1 (Monday)
November	Veterans Day Holiday Thanksgiving Day Holidays	November 10 (Monday) November 27-30 (Thurs – Sun)
December	Last Day of Fall Semester	December 13(Saturday)
Campus Closed	TBD in conjunction with labor agreements	

Winter Intersession 2015

January	New Year's Holiday First Day of Winter Term Martin Luther King Holiday	January 1, 2015 (Thursday) January 5, 2015 (Monday) January 19 (Monday)
February	Last Day of Winter Term	February 6 (5 week)

Spring 2015

February	First Day of Spring Semester Lincoln/Washington Holidays	February 9 (Monday) February 13-16 (Fri. to Mon.)
March-April	Spring Break (Easter 4/5)	April 6-12
May	Memorial Day	May 25
June	Last Day of Spring Semester Graduation	June 4 June 5

Summer 2015

June	Start of Summer session	June 8
July	Independence Day	July 4
August	Last day of Summer Flex Week Mandatory Opening Day	August 15 (10 week) or 22 (11 week) August 17-21 August 21

Notes

Fall semester begins August 24 and ends December 12

No break between spring/summer. If summer ends August 22, there is no break between summer/fall.

Option 2: Spring Start January 5

College of the Canyons

Academic Calendar 2014-15

Fall 2014

August	Mandatory Opening Day First Day of Fall Semester	August 22 (Friday) August 25 (Monday)
September	Labor Day Holiday	September 1 (Monday)
November	Veterans Day Holiday Thanksgiving Day Holidays	November 10 (Monday) November 27-November 30 (Thurs. – Sun.)
December	Last Day of Fall Semester	December 13(Saturday)
Campus Closed	TBD in conjunction with labor agreements	

Spring 2015

January	New Year's Holiday First day of Spring Semester Martin Luther King Holiday	January 1, 2015 (Thursday) January 5, 2015 (Monday) January 19 (Monday)
February	Lincoln/Washington Holidays	February 13-16 (Friday to Monday)
March-April	Spring Break (Easter 4/5) Last Day of Spring Semester	March 2-8 April 30
May	Graduation	May 1

Summer 2015

May	Start of Summer session Memorial Day Holiday	May 4 May 25
July	Independence Day	July 4
August	Last day of Summer Flex Week Mandatory Opening Day	August 15 (15 week) or 22 (16 week) August 17-21 August 21

Notes

Fall semester begins August 24 and ends December 12

No break between spring/summer. If summer ends August 22, there is no break between summer/fall.

Option 3: Spring Start January 12

College of the Canyons

Academic Calendar 2014-15

Fall 2014

August	Mandatory Opening Day First Day of Fall	August 22 (Friday) August 25 (Monday)
September	Labor Day Holiday	September 1 (Monday)
November	Veterans Day Holiday Thanksgiving Day Holidays	November 10 (Monday) November 27-November 30 (Thurs. – Sun.)
December	Last Day of Fall Semester	December 13 (Saturday)
Campus Closed	TBD in conjunction with labor agreements	

Spring 2015

January	New Year's Holiday First day of Spring Martin Luther King Holiday	January 1, 2015 (Thursday) January 12 (Monday) January 19 (Monday)
February	Lincoln/Washington Holidays	February 13-16 (Friday to Monday)
March-April	Spring Break (Easter 4/5)	March 9-15
May	Last Day of Spring Semester Graduation	May 7 May 8

Summer 2015

May	Start of Summer session Memorial Day Holiday	May 11 May 25
July	Independence Day	July 4
August	Last day of Summer Flex Week Mandatory Opening Day	August 22 (15 week) or 29 (16 week) August 17-21 or 24-28 August 21 or 28

Notes

If 15 week, summer/fall can start August 24 and end December 12

If 16 week, summer/fall can start August 31 and end December 19

* no breaks between spring/summer/fall

Option 3: Spring Start January 20

College of the Canyons

Academic Calendar 2014-15

Fall 2014

August	Mandatory Opening Day First Day of Fall	August 22 (Friday) August 25 (Monday)
September	Labor Day Holiday	September 1 (Monday)
November	Veterans Day Holiday Thanksgiving Day Holidays	November 10 (Monday) November 27-November 30 (Thurs. – Sun.)
December	Last Day of Fall Semester	December 13 (Saturday)
Campus Closed	TBD in conjunction with labor agreements	

Spring 2015

January	New Year's Holiday Martin Luther King Holiday First day of Spring	January 1, 2015 (Thursday) January 19 (Monday) January 20 (Tuesday)
February	Lincoln/Washington Holidays	February 13-16 (Friday to Monday)
March-April	Spring Break (Easter 4/5)	March 16-22
May	Last Day of Spring Semester Graduation	May 14 May 15

Summer 2015

May	Start of Summer session Memorial Day Holiday	May 18 May 25
July	Independence Day	July 4
August	Last day of Summer Flex Week Mandatory Opening Day	August 22 (14 week) or 29 (15 week) August 17-21 or August 24-28 August 21 or 28

Notes

If 14 week, summer/fall can start August 24 and end December 12

If 15 week, summer/fall can start August 31 and end December 19

* no breaks between spring/summer/fall

