College of the Canyons
February 27, 2014 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters
1. Call to order
2. Approval of Agenda
3. Approval of the Consent Calendar
   a) Academic Senate Summary: February 13, 2014 (p2)
   b) Curriculum Summary: February 20, 2014 (p6)
4. President's Report
5. Vice-President's Report

B. Committee Reports
1. Calendar Committee – Garrett Hooper and Bob Tolar

C. Unfinished Business
1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite Policy – in Policy Committee
3. ISLO LEAP – under discussion at Division Level
4. Education for Discipline Assignments of Adjunct Faculty 2013-14 – HR compiling data
5. BP 5529 Student Conduct (Grounds for Disciplinary Action) – in Policy Review Committee
6. Formation of an Ongoing Accreditation Committee for Discussion in Fall 2014
7. Administrative Retreat Rights – Policy Review Committee

D. Discussion Items
1. Assessment of Prior Learning (APL) – Email (p9)
2. ACCJC Policy on Assessment of Prior Learning (print from link)
3. Academic Senate Survey (p10)
4. SB 850 introduced by Block (1/9/2014): Public Postsecondary Education: Community College Districts: Baccalaureate Degree Pilot Program (print from link)

E. Action Items
1. Approve Academic Senate SP 2014 Program Review (p14)

F. Division Reports
G. Announcements
1. Spring Plenary Session: April 10-12 (Edel Alonso)
2. Faculty leadership Institute: June 12-14 (new Senate president or vice-president)
3. Curriculum Institute: July 10-12 (Ann Lowe)
H. Open forum
I. Adjournment

The next Academic Senate Meeting will be **March 13, 2014**
As always everyone is welcomed

Summary of the Academic Senate Meeting February 13, 2014

Attendance: Edel Alonso, Paul Wickline, Deanna Riviera, Ruth Rassool, Lee Hilliard, Ron Karlin, Mike Sherry, Regina Blasberg, David Andrus, Chelley Maple, Shane Ramey, Juan Buriel, Wendy Brill-Wynkoop, Rebecca Shepherd, Peter Hepburn, Amy Shennum, Cindy Stephens, Ann Lowe, Garrett Hooper and Rebecca Eikey

A. Routine Matters
1. Call to order: 3:00 p.m.
2. Approval of the Agenda: **Approved**
3. Approval of the Consent Calendar: **Approved** with a change to move BP 4233 Attendance from unfinished business to discussion items.
4. Report of the Senate President, Dr. Edel Alonso:
   - ✓ Edel went over the budget for the Senate. She reviewed expenses, transfers, and present balance.
   - ✓ At the Board meeting last night, there was a report on the Governor's budget.
   - ✓ The ACCJC is being audited by the Department of Education, Washington, D.C.
   - ✓ There was a presentation last night at the Board meeting from the BIT team, the Behavioral Intervention Team. The presenters included Mike Joslin, Safety Officer Tammy Castor, Colleen Reeves who is the Director of the Health and Wellness Center, and Larry Schallert, the new Asst. Director in charge of Mental Health. When the BIT team responds to a student in crisis, it assesses the level of threat posed by the student and then takes commensurate action. In the past year alone the team has intervened in 30 cases of students with suicide ideation. The team has worked with several cases of homeless students and victims of domestic violence and sexual trauma.
   - ✓ Edel thanked Lita Wangen, our administrative assistant, for compiling a list of all adjunct faculty to track their employment semester by semester and their discipline assignments in light of the new equivalencies to the minimum qualifications. Current adjuncts are being grandfathered but they will have to apply and meet new equivalencies if they do not teach at COC for 3 years in a row. Edel is still waiting for a list from HR with the education that qualifies the adjunct faculty to teach but HR is understaffed and has not been able to provide all the information requested yet.
   - ✓ At the Board meeting last night, the vote to approve a 5year contract with the accounting firm that audits the district was 4:1. The Board member who cast the dissenting vote explained that 5 years is a long time for a contract and that it is time for a change after 23 years with the same firm.
   - ✓ Edel attended the deans meeting today where it was reported that our class fill rate is at 86%. We are going to try and compensate in order to meet enrollment targets by adding some late start classes and by increasing the number of class offerings this summer. The summer calendar is not finalized, but we may have a five week all online session, a six week in person session, an 8 week in person session and a 10 week in person session. Faculty have expressed their concern that decisions about waitlists for classes and other enrollment management tactics need to be made by the Enrollment Management Committee as a whole and not when faulty are not on campus in January .

- ✓ Dr. Buckley will create an Instruction Advisory Council to meet with all the department chairs, Senate officers, Curriculum Chair, Deans, and other interested faculty. Dr. Buckley would like to talk about scheduling courses in sequence, establishing priorities for courses, taking a look at completion by design, and sequencing courses in such a way that students can complete the degree/certificate or transfer in a timely manner. Dr. Buckley is proposing to meet the first week of FLEX and then three more times throughout the year. Some Senators expressed concern at the prospect of even more meetings without compensation.
- ✓ The Political Science AA-T degree was approved by the CCCCO.
- ✓ The CCC Chancellor's Office had set a goal in fall 2013 for 80% achievement of AA-T and AS-T degrees. Now the mandate is for 100% of our transfer degrees to be completed by fall 2014. Edel sent a matrix from the CCCCO that shows where all the community colleges are with their AD-Ts around for the Senators to see. As of January, we are at 58% according to the matrix.
- ✓ Edel attended the CPT Retreat in January where the attendees were informed that the Chancellor's Office convened a student equity work group and is asking all the colleges to review their Student Equity Plans and the process for their student equity planning. The CCCCO is urging colleges to identify strategies to address and monitor equity issues. They are very concerned about completion and any disproportionate impact. The governor's budget has proposed $100 million in additional funding for 3SP to close the achievement gap for underrepresented groups.
- ✓ Program reviews are due February 24. Edel will send out a survey to faculty to gather input to inform the Senate program review. She shared a draft of the questions with the Senators and they endorsed the survey.

Report of the Vice-President, Paul Wickline: Paul and Rebecca Eikey attended the Accreditation Institute He reminded the Senate that Accreditation is a self-study process whose standards match very closely the Senate's 10+1 responsibilities. He reiterated what he learned at the Accreditation Institute that accreditation should be an ongoing process not an "event". Paul and Edel have proposed the creation of a standing Accreditation Committee going forward that would stay appraised of ACCJC standards and upcoming changes. The committee would gather and categorize data on an ongoing basis. This would also allow for better opportunities to vet the report with various constituencies. This time, the Academic Senate will get the report mid-March and will have little time after spring break to look at it and give feedback. So the report will be a discussion item and then return as an action item on a Senate agenda. That is not a lot of time to get it to your division and return with feedback. The way we are doing it is a disservice to the process. Paul reported there are new federal expectations concerning the meeting of the Accreditation standards that are coming in the near future related to ARC data and how we are reacting to the ARC data. One of the most important points made at the institute was that while in the past the focus was on dialog that will not be the case in the future. Dialog is not deemed sufficient.

B. Committee Reports:
   1. Policy Review Committee – Edel Alonso
      At the Board meeting, one of the board members asked for clarification on the credit hour mentioned in BP 4020 – Program and Curriculum Development. Dr. Van Hook provided Edel

with CCC League sample language that was missing from the proposed policy, too. Edel revised the proposed policy to define the credit hour and expand the policy to include both an adaptation of the League's language, additional sections of Title 5, and language from the Chancellor's Office Attendance Accounting Manual.

Curriculum Committee and Substantive Changes - Ann Lowe

ACCJC requires that colleges submit a "Substantive Change Report" to the Chancellor's Office when big changes are made in curriculum like new programs or a change in location. Our college was delinquent in submitting such reports for MLT, Auto, and Culinary Arts and for the increased number of online courses. Ann is going to create a checklist so when the Curriculum Committee approves degrees or programs, meeting minutes record whether or not a substantive change report is triggered. The program review committee will be a second set of eyes to help with this. Edel complimented Dr. Buckley for catching this and writing the three reports for these substantive changes. Edel received copies of these reports and asked that they be forwarded to Ann Lowe as Curriculum Committee Chair for her input and approval.

C. Unfinished Business
   1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
   2. Proposal for Revision of Prerequisite Policy – in Policy Committee
   3. ISLO LEAP – under discussion at Division Level
   4. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data
   5. BP 5529 Student Conduct (Grounds for Disciplinary Action) – in Policy Committee
   6. Proposed Revisions to BP 4233 and AP 4233 Attendance – in Policy Committee –
      (moved to Discussion Items today)

D. Discussion Items
   1. MOU on Faculty Transfers
      Edel shared the language agreed upon by Diane Fiero and Edel in consultation with the Counseling Dept. which just had a faculty member transfer into the department. The faculty need this language regarding faculty requests for department transfers formalized in policy and/or the COCFA contract. This item was referred to the Policy Review Committee with suggestions to investigate faculty transfers in relation to seniority, tenure, and interviews.
   2. Formation of An Ongoing Accreditation Committee
      Paul suggested that we tackle this in Fall 2014. This item will be added to unfinished business.
   3. Proposed Revisions to BP 4233 and AP 4233 -Attendance
      David asked for concerns that the Policy Committee should consider when reviewing this policy. Senators asked as to the syllabus as a legal contract. Is it enforceable? Can faculty have the flexibility to define attendance and tardies as it best suits their classes or do we need 1 standard clear definition? What about the definition of attendance in relation to drops as it appears in the catalog? Who has the authority?

E. Action items
   1. Proposed Revisions to BP 4106 and AP 4106 Nursing Program: **Approved**
   2. Approval of Discipline Assignments: **Approved**

3. Approval of Administrative Retreat Rights: **Tabled (More information needed)**

4. Approval of Request for $3000 Grant for International Student Program: **Approved**

F. Division Reports: N/A

G. Announcements:
   1. Academic Academy Institute: February 21-22 (Paul Wickline will be attending)
   2. Spring Plenary Session: April 10-12 (Edel Alonso will be attending to cast COC votes)
   3. Faculty Leadership Institute: June 12-14 (new president or vice president to attend)
   4. Curriculum Institute: (Ann Lowe will be attending)

H. Open Forum: N/A

I. Adjournment: 4:40 p.m.

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CURRICULUM COMMITTEE SUMMARY

February 20th, 2014   **3:00 pm – 5:00 pm**   **BONH-330**

Items on "Consent" are recommended for approval as a result of Technical Review meetings held on January 23rd, 24th, 30th, and February 13th 2014:

<u>Members present:</u> 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; Marenco, Anne –Social Science & Business; Ramey, Shane – Adjunct Faculty; Ruys, Jasmine – Admissions & Records; Solomon, Diane – Member at Large; Voth, Joseph – Humanities; Waller, Tina – Allied Health

<u>Members absent:</u> Enrollment Service – Vacant; Karlin, Ron – Member at Large; Stanich, Diana – Physical Education & Athletics;

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
CWE	189 GNRL	General Work Experience	Repeatability removed, course may now only be taken one time for credit. – **Approved**	K. Houser	Summer 2014
ESYST	112	Industrial Robotics	Changing prerequisite of ESYST-101 to a co-requisite. – **Approved**	L. Hilliard	Summer 2014
ESYST	113	Industrial Controllers	Changing prerequisite of ESYST-101 to a co-requisite. – **Approved**	L. Hilliard	Summer 2014
GERO	101	Introduction to Healthy Living	Changing subject prefix from GERO to SHARP. – **Approved**	A. Marenco	Fall 2014
GERO	102	Health Promotion: Behavior Change Theories and Practices	Changing subject prefix from GERO to SHARP. – **Approved**	A. Marenco	Fall 2014
GERO	103	Health Promotion: Program Implementation	Changing subject prefix from GERO to SHARP. – **Approved**	A. Marenco	Fall 2014
GERO	104	Health Promotion: Fieldwork Practicum	Changing subject prefix from GERO to SHARP. – **Approved**	A. Marenco	Fall 2014

Program	Degree/Certificate	Description of action	Author	Effective
Skills for Healthy Aging Resources and Programs (SHARP)	Certificate of Specialization	Separating Program SLO into 3 separate Program SLO's for assessment purposes. – **Approved**	A. Marenco	Spring 2014

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
BIOSCI	190	Introduction to Bioinformatics	Course has not been offered or assessed. – **Approved**	M. Golbert	Fall 2014
BUS	144	Business Mathematics	No longer satisfies the mathematics requirement for the associate degree, offered for the final time in Spring 2013. **BUS-144 will be replaced with the BUS-157 in the following programs: Accounting Technician A.S. Degree, Accounting Technician Certificate, Finance Certificate of Specialization, and Retail Management Certificate of Achievement.** – Approved	B. Maxwell	Fall 2014
ENGR	154	Engineering Economy	Course has not been offered or assessed, **will be removed from Recommended Electives section of the Engineering A.S. Degree. – Approved**	D. Martinez	Fall 2014
ENGR	155	Dynamics	Course has not been offered or assessed, **will be removed from Recommended Electives section of the Engineering A.S. Degree. – Approved**	D. Martinez	Fall 2014
HLHSCI	051	AHA BLS for Healthcare Providers (CPR)	Course will no longer be offered. – **Approved**	P. Haley	Fall 2014
ID	094	Home Staging	Course will no longer be offered, one of two courses that merged into a single course. – **Approved**	D. Minarsch	Fall 2014
ID	095	Home Staging - Applications	Course will no longer be offered, one of two courses that merged into a single course. – **Approved**	D. Minarsch	Fall 2014
KPEA	106	Bowling	Courses will no longer be offered, **will be removed from the "plus two units" section of the Sports Medicine A.S. Degree and the "plus three units" section of the Physical Education-Kinesiology A.A. Degree. – Approved**	H. Fisher	Fall 2014
KPEI	152	Conditioning for Intercollegiate Sports	Courses will no longer be offered. – **Approved**	H. Fisher	Fall 2014
MFGT	143	CATIA III	Curriculum provided in CATIA I, II, and III (MFGT 141, 142, and 143) has been consolidated into a two course sequence instead of a three course sequence. Therefore, MFGT 143 CATIA III is no longer active or required and needs to be archived. – **Approved**	R. Blasberg	Fall 2014
SRVLR	100	Introduction to Service Learning	Course will no longer be offered. – **Approved**	A. Green	Fall 2014

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
BIOSCI	208	Human Prosection	Revised schedule description, revised content, updated textbooks. Rationale for revision: 5 year revision.– **Approved**	M. Golbert	Fall 2014
CHEM	256	Organic Chemistry II	Revised objectives and content, updated textbook. Rationale for revision: 5 year revision. – **Approved**	J. Anderson	Fall 2014

CMPSCI	182	Data Structure and Program Design	Revised objectives and content, updated textbook. Rationale for revision: 5 year revision. – **Approved**	C. Ferguson	Fall 2014
CMPSCI	182L	Data Structure and Program Design Lab	Revised content, updated textbook. Rationale for revision: 5 year revision. – **Approved**	C. Ferguson	Fall 2014
CMPSCI	235	'C' Programming	Revised content, updated textbook. Rationale for revision: 5 year revision. – **Approved**	C. Ferguson	Fall 2014
CMPSCI	236	C++ Object Oriented Programming	Revised content, updated textbooks. Rationale for revision: 5 year revision. – **Approved**	C. Ferguson	Fall 2014
CMPSCI	282	Advanced Data Structures	Revised content, updated textbook. Rationale for revision: 5 year revision. – **Approved**	C. Ferguson	Fall 2014
COMS	235	Intergenerational Communication	**Revised SLO.** Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	V. Leonard	Fall 2014
CULARTS	120	Introduction to Culinary Arts	**Revised SLO,** revised objectives and content, updated textbooks. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	C. Schwanke	Fall 2014
CULARTS	129	Cake Decorating Essentials	**Revised SLO,** revised objectives and content, **removed prerequisite HRMGT-225 and added CULARTS-127 as a prerequisite.** Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	C. Schwanke	Fall 2014
CULARTS	130	Pastry Art	Revised descriptions, **revised SLO's (2),** revised objectives and content, **changed CULARTS-129 from a prerequisite to a co-requisite.** Rationale for revision: 5 year revision and department discussion indicated revised SLO's would serve student assessment better than previous SLO's. – **Approved**	C. Schwanke	Fall 2014
CULARTS	131	Chocolates	Revised objectives and content, updated textbook. Rationale for revision: 5 year revision. – **Approved**	C. Schwanke	Fall 2014
CULARTS	150	Food Service Cost and Controls	Revised descriptions, revised objectives and content, updated textbook, **removed recommended preparation of HRMGT-220.** Rationale for revision: 5 year revision. – **Approved**	C. Schwanke	Fall 2014
ECON	291	Statistical Methods in Business and Economics	**Revised SLO,** revised content, updated textbook. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	B. Su	Fall 2014
ENGR	152	Statics	**Revised SLO,** revised objectives and content, updated textbooks. **Removed prerequisite of MATH-211, assumed MATH-211 is taken to get into PHYSIC-220 which is also a prerequisite to this course.** Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	D. Martinez	Fall 2014
KPEA	165A	Beginning Golf	Revised descriptions, updated book. Rationale for revision: 5 year revision. – **Approved**	G. Peterson	Fall 2014

KPEA	165B	Intermediate Golf	Revised descriptions, updated book. Rationale for revision: 5 year revision. – **Approved**	G. Peterson	Fall 2014
KPEA	165C	Advanced Golf	Revised descriptions, updated book. Rationale for revision: 5 year revision. – **Approved**	G. Peterson	Fall 2014
KPEI	265	Intercollegiate Golf	Revised descriptions, updated book. Rationale for revision: 5 year revision. – **Approved**	G. Peterson	Fall 2014
KPET	217	Sports Management	**Revised SLO,** revised objectives and content, updated textbooks. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	H. Fisher	Fall 2014
MATH	070	Intermediate Algebra	Revised objectives and content. Rationale for revision: 5 year revision. – **Approved**	R. Baytaryan	Fall 2014
MFGT	132	CAD/CAM II	Revised descriptions, **revised SLO's (2),** revised objectives and content, updated textbooks. Rationale for revision: curriculum update and department discussion indicated revised SLO's would serve students assessment that previous SLO's. – **Approved**	R. Blasberg	Fall 2014
MFGT	141	CATIA I	Revised descriptions, **revised SLO's (2),** revised objectives and content, updated textbook. Rationale for revision: curriculum update and department discussion indicated revised SLO's would serve students assessment that previous SLO's. – **Approved**	R. Blasberg	Fall 2014
MFGT	142	CATIA II	Revised descriptions, **revised SLO's (2),** revised objectives and content, updated textbook. Rationale for revision: curriculum update and department discussion indicated revised SLO's would serve students assessment that previous SLO's. – **Approved**	R. Blasberg	Fall 2014
POLISC	150H	Introduction to American Government and Politics – Honors	**Revised SLO,** revised content, updated textbooks. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	M. Mosleh	Fall 2014
POLISC	200	Introduction to Political Science	**Revised SLO,** revised objectives and content, updated textbooks. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	M. Mosleh	Fall 2014
POLISC	230	Political Theory	**Revised SLO,** revised content, updated textbooks. Rationale for revision: 5 year revision and department discussion indicated revised SLO would serve student assessment better than previous SLO. – **Approved**	M. Mosleh	Fall 2014
REC	104	Introduction to Therapeutic Recreation and Special Populations	Revised objectives and content. Rationale for revision: 5 year revision. – **Approved**	R. Ryatt	Fall 2014

MODIFIED PROGRAMS on consent:

Program	Degree/Certificate	Description of action	Author	Effective
Accounting Technician	A.S. Degree	Replacing BUS-144 with BUS-157, **total required units decreased to 20. – Approved**	B. Maxwell	Fall 2014
Accounting Technician	Certificate of Achievement	Replacing BUS-144 with BUS-157, **total required units decreased to 20. – Approved**	B. Maxwell	Fall 2014
Finance	Certificate of Specialization	Replacing BUS-144 with BUS-157, **total required units decreased to 12. – Approved**	B. Maxwell	Fall 2014
Retail Management	Certificate of Achievement	Replacing BUS-144 with BUS-157, **total required units decreased to 32. – Approved**	B. Maxwell	Fall 2014

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
CMPSCI	256	Discrete Structures	3 units, 54 hours of lecture, not repeatable, **new SLO. New prerequisite of CMPSCI-111. – Approved**	C. Ferguson	Fall 2014
ECE	127	Health, Safety, Nutrition for Children	3 units, 54 hours of lecture, not repeatable, **new SLO. – Approved**	C. Stephens	Fall 2014
ECE	129	Observation and Assessment	3 units, 54 hours of lecture, not repeatable, **new SLO. New prerequisite of ECE-123. – Approved**	C. Stephens	Fall 2014
ECE	131	Practicum-Field Experience	3 units, 27 hours of lecture, 81 hours of lab, not repeatable, **new SLO. New prerequisite of ECE-129. – Approved**	C. Stephens	Fall 2014

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Computer Science for Transfer	A.S.-T Degree	32 required units based on state approved Transfer Model Curriculum (TMC), **New Program SLO added. – Approved**	C. Ferguson	Fall 2014
Early Childhood Education for Transfer	A.S.-T Degree	24 required units based on state approved Transfer Model Curriculum (TMC), **New Program SLO added.** *ECE-123 is currently being offered as ECE-115 and is in process of being revised to new number.* **– Approved**	C. Stephens	Fall 2014

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
CMPSCI	256	Discrete Structures	New prerequisite of CMPSCI-111. **– Approved**	C. Ferguson
CULARTS	129	Cake Decorating Essentials	Removed prerequisite HRMGT-225 and added CULARTS-127 as a prerequisite. **– Approved**	C. Schwanke
CULARTS	130	Pastry Art	Changed CULARTS-129 from a prerequisite to a co-requisite. **– Approved**	C. Schwanke
CULARTS	150	Food Service Cost and Controls	Removed recommended preparation of HRMGT-220. **– Approved**	C. Schwanke
ECE	129	Observation and Assessment	New prerequisite of ECE-123. **– Approved**	C. Stephens
ECE	131	Practicum-Field Experience	New prerequisite of ECE-129. **– Approved**	C. Stephens
ENGR	152	Statics	Removed prerequisite of MATH-211, assumed MATH-211 is taken to get into PHYSIC-220 which is also a prerequisite to this course. **– Approved**	D. Martinez

Discussion Items:

1. Substantive Changes – Audrey Green updated the group on substantive changes and how it relates to new and revised curriculum. A substantive change is required when substantially new curriculum, equipment, and/or facilities are created/needed for a new program. A substantive change checklist will be developed for future new and modified programs that are presented to the curriculum committee.

2. Completion by Design – The committee members discussed Completion by Design and reviewed the presentation that was given by Rob Johnstone during Spring FLEX week.

New Courses Includes ISA's	4	Modified Non Credit Courses	-0-	Modified Prerequisites	5
New Programs	2	New DLA's	-0-	Deleted Courses	11
Modified Courses	28	New SLO's	6	Deleted Programs	-0-
Modified Programs	4	Modified SLO's	17	Proposals Reviewed in Technical Review Session	53
New Non Credit Courses	-0-	New Prerequisites	3	Proposals Returned from Technical Review Session	18

Email sent by Dr. Edel Alonso, Academic Senate President to James Glpa-Grossklag, April Reardon (adjunct faculty), Jasmine Ruys, John Makevich, Anthony Michaelides, Garrett Hooper, Mojdeh Mahn on Feb. 20, 2014:

Dear Colleagues,

Sorry I could not join the group today at the meeting of the APL Planning Committee.

I just wanted to remind everyone that, as I have stated at prior meetings, we already have mechanisms in place at COC for students to receive credit units for prior learning:
1) AP Exams
2) IB Exams
3) CLEP Exams
4) Credit by Exam administered by faculty here at COC at the discretion of each department.

What form the exam an instructor administers to a student takes in order to earn credits by exam depends entirely on each individual department. Currently these exams include paper and pencil tests, authentic assessments such as performances, and in some cases even portfolios.

Counseling faculty are knowledgeable about these options and take care to inform students of the four ways to earn credit. Garrett Hooper (**Counseling Department Chair)** and I have met about making the information more readily available as a package and he will add a page to the Counseling website that explains these alternative ways of earning college units all on one page with descriptions of each (**and links to forms.)**

Also, thank you for the policy language you sent us from ACCJC/WASC based on guidelines from CALEC/ACE. I will place APL as a discussion item on the next Academic Senate agenda and include this policy language in the agenda packet for the Senate's information. The issue I see that will be discussed very likely is whether all the departments can come to the unanimous agreement that they will allow students the ability to earn credit by exam for all the courses. At present, not all departments allow this option and in some departments, credit by exam is limited to only some of the courses.

Edel

Dr. Edel Alonso
Counseling Faculty
MESA Counselor
President, Academic Senate
College of the Canyons

Academic Senate Survey on Survey Monkey sent to Faculty SP 2014

1. How have you received information about the work of the Academic Senate?

☐ Academic Senate Report is a standing item on every division meeting agenda

☐ Academic Senate website

☐ Academic Senate agendas and meeting summaries emailed 72 hours prior to each Senate meeting

☐ Academic Senate FLEX Workshop

☐ Academic Senate Committees FLEX Workshops (SLO, Program Review, Curriculum, etc.)

☐ Academic Senate New Faculty Orientation

☐ Academic Senate President email messages

Other (please specify)

[   ]

2. Please indicate the level of helpfulness of each of the following Academic Senate web pages. If you have not used a page, please indicate so.

	Not helpful	Somewhat helpful	Helpful	Very helpful	Have not used it
Senate's 10+1 responsibilities	○	○	○	○	○
Agendas and meeting summaries	○	○	○	○	○
Senate and Curriculum Committee meeting dates	○	○	○	○	○
List of departments, department chairs, department faculty, and chair election guidelines	○	○	○	○	●
Links to docs/ professional organizations	○	○	○	○	○

	Not helpful	Somewhat helpful	Helpful	Very helpful	Have not used it
Tenure/evaluation guidelines and forms	○	○	○	○	○
Master calendar of meetings and deadlines	○	○	○	○	○
List of faculty seniority/rank/discipline assignments/offices and administrators with retreat rights	○	○	○	○	○
List of senate committees, members, and committee procedures	○	○	○	○	○
List of senators, division affiliation, term of representation, and contact information	○	○	○	○	○
Contact information for senate officers and administrative assistant	○	○	○	○	○
Info on use and reservation of Faculty Center (BNHL 330)	○	○	○	○	○
Academic Staffing Committee's list of recommendations for hiring full-	○	○	○	○	○

	Not helpful	Somewhat helpful	Helpful	Very helpful	Have not used it

	Not helpful	Somewhat helpful	Helpful	Very helpful	Have not used it
time faculty					
Information on minimum qualifications and procedures for establishing equivalencies	○	○	○	○	○

3. Did you know that the Board of Trustees relies primarily on the Academic Senate for issues of curriculum, degree & certificate requirements, grading policies, student preparation & success, appointment of faculty to committees, and development of processes for program review?

○ Yes

○ No

4. Did you know that the Board of Trustees relies on mutual agreement with the Academic Senate for educational program development, governance processes, accreditation processes, and institutional planning and budget?

○ Yes

○ No

5. Please check a topic you would like the Academic Senate to present at a FLEX workshop in the near future.

○ Minimum Qualifications and Equivalencies

○ Faculty's Role in Budget Development

○ The Academic Senate's 10+1 Responsibilities

○ A Peer Review Process for the Program Review

○ The Tenure Process

○ The Academic Senate for California Community Colleges: What Is It's Role?

Other (please specify)

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6. Have you attended an Academic Senate FLEX workshop in the past?

○ Yes

○ No

7. How many Academic Senate meetings have you attended in the last 2 years as a guest?

○ None

○ 1-2

○ 3-5

If not, why not? [   ]

8. Do you read the Academic Senate agenda and summary of prior meeting when it is emailed to all faculty 72 hours prior to each meeting?

○ Yes

○ No

9. The Academic Senate has a budget to send an officer who casts our representative votes at the ASCCC Plenary Session each semester, and to send an officer, senator or faculty member to each of the following ASCCC sponsored annual training conferences: Curriculum Institute, Leadership Institute, Accreditation Institute, and SLO Institute. Please indicate if the Senate should request a budget augmentation for next year and for what purpose?

10. Please indicate any recommendations you may have for improving the work of the Academic Senate

Done

Program Information for: <u>Academic Senate</u>
Year(s): <u>2011/2012 to 2013/2014</u>

College of the Canyons' Mission Statement

College of the Canyons offers an accessible, enriching education that provides students with essential academic skills and prepares students for transfer education, workforce-skills development, and the attainment of learning outcomes corresponding to their educational goals. To fulfill its mission, College of the Canyons embraces diversity and engages students and the community in scholarly inquiry, creative partnerships, and the application of knowledge.

Program Description

<u>Describe the Department's Mission (e.g. services offered and functions performed by this department).</u>
The Academic Senate is a faculty organization whose function is to make recommendations to the Board of Trustees on 10+1 academic and professional matters, pursuant to California Administrative Code of Regulations - Title 5, Section 53200 and local Board Policy 7215, Academic Senate Participation in Collegial Consultation.
The 10+1 areas are:
1.Development of curriculum, establishment of prerequisites and planning of course disciplines
2.Determination of degree and certificate requirements
3.Establishment and review of grading policies
4 Establishment of standards and policies regarding student preparation and success
5. Appointment of faculty members to District and College committees
6. Development of processes for program review.
7. Development of new educational programs
8. District governance processes
9. Delineation of faculty roles and involvement in accreditation
10.Determination of processes in institutional planning and budgeting
11.Other academic and professional

(140 words max) [____] words left

<u>Who are the customers/recipients of the services and functions?</u>
The Senate represents approximately 175 full-time faculty and 500+ part-time instructors. It is a representative body which meets twice monthly each semester. Full-time faculty elect a President and Vice-President for 2-year terms. Full-time faculty in each division elect one division representative. The full-time faculty as a whole elects additional at-large senators based on a formula of 1 Senator per every 40 full-time faculty members. The Senate also reserves three seats for adjunct faculty Senators elected at large by the adjunct faculty. The Senate has a full-time classified administrative.

(100 words max) [____] words left

Provide a current organizational chart for the department, including all full-time and part-time staff. Show the full-time equivalent of each staff member. Also, you may want to include a proposed organizational chart if you are proposing changes.

Add Charts

Provide a short description of the history of your department, including how it has changed over the years.

Since fall 2010, the Senate has experienced some significant changes.

1. The Senate began to publish and post its agendas 72 hours prior to Senate meetings in order to comply with the Brown Act.

2. The Senate created a Board Policies and Procedures Committee to both initiate Board Policies and Procedures and to review and propose revisions to existing Board Policies and Procedures.

3. The structure of the Academic Senate has changed to establish an Executive Committee of the Senate composed of the Chairs of the Academic Senate Committees.

4. The Academic Senate President has attended the statewide Senate fall and spring plenary sessions to cast the one representative vote on ASCCC resolutions on behalf of COC faculty.

5. To improve Senate communication with the faculty, the Senate website was revised and expanded; it is reviewed regularly to maintain its currency.

6. The Senate President attends Board of Trustees meetings year-round and provides a report on the work of the Senate to the Board as the Senate Report is a standing item on the agendas.

7. Each of the Senate Committees are developing committee procedures which are available for viewing through the Senate website.

8. The Senate provides funding for faculty to attend ASCCC sponsored conferences such as the Leadership Institute, Curriculum Institute, SLO Conference, and Accreditation Institute.

9. The Senate writes a Program Review linked to budget development.

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Administrative Unit Outcomes

Administrative Unit Outcomes (AUOs) Assessment Model:
The purpose of this assessment process is to improve the unit's service.

Department Goals (Overarching AUOs)	Specific Objectives	Means of Assessment and Criteria for Success	Summary of Data Collected and Number of Cycles		Use of Results	Next Assessment Cycle (Month, Year)
				Cycle(s)		
Provide critical information to faculty for planning and	Publish Academic Senate Meeting Agendas	Senate meeting agendas and summaries for every	Agendas were sent electronically to all full-time and adjunct faculty as	1	The Senate will continue to post agendas 72	Spring 2013

decision-making in shared governance	and Meeting Summaries in compliance with the Brown Act.	Academic Senate meeting both fall and spring semesters.	well as other interested parties and posted in a public Senate Bulletin Board 72 hours prior to the Senate meetings. Agendas and meeting summaries for Academic Senate meetings were posted 72 hours in advance on the Academic Senate website.		hours prior to Senate meetings to comply with the Brown Act.	
	Publish Academic Senate Meeting Agendas and Meeting Summaries in compliance with the Brown Act.	Senate meeting agendas and summaries for every Academic Senate meeting both fall and spring semesters.	Agendas were sent electronically to all full-time and adjunct faculty as well as other interested parties and posted in a public Senate Bulletin Board 72 hours prior to the Senate meetings. Agendas and meeting summaries for Academic Senate meetings were posted 72 hours in advance on the Academic Senate website.	2	The Senate will continue to post agendas 72 hours prior to Senate meetings to comply with the Brown Act.	Spring 2014
Represent faculty at ASCCC Plenary Sessions	The Academic Senate President will attend the	Academic Senate meeting summaries will reflect report from	The Academic Senate President attended the ASCCC Plenary Sessions in 2010-2011 and 2011-	1	Finding the Plenary information, both the Academic Senate	Spring 2013

	ASCCC Plenary Session each semester and cast votes on ASCCC resolutions on behalf of COC faculty	Academic Senate President and vote results on resolutions.	2012. The President sent the ASCCC proposed resolutions to the faculty prior to the Plenary and asked for input. The President sent the vote outcomes to the faculty after the Plenary and reported on the Plenary at the next Senate meeting.		President and Vice-President will attend the ASCCC Plenary Sessions in 2012-2013. The President will be the official delegate and cast votes on resolutions on behalf of the COC faculty.	
	The Academic Senate President and Vice-President or Alternate will attend the ASCCC Plenary Session each semester. The President will cast votes on ASCCC resolutions on behalf of COC faculty.	Academic Senate meeting summaries will reflect report from Academic Senate President and vote results on resolutions.	both the Academic Senate President and Vice-President attended the Plenary of the ASCCC each semester. The Senate President sent the proposed Senate resolutions to the faculty prior to the Plenary asking for input and communicated the outcome of the votes with the faculty upon her return via e-mail and in an oral report at the next scheduled Senate meeting.	2	Finding the Plenary Sessions informative and in order to cover more conference workshops, both the Academic Senate President and the Vice-President will attend the ASCCC Plenary Sessions in 2013-2014. In case the Vice-President does not attend, a	Spring 2014

					designated alternate will attend in the VPs place. The President will be the official delegate and cast votes on resolutions on behalf of the COC faculty.	
Represent faculty at Board of Trustees meetings	The Academic Senate President will represent faculty at Board of Trustees meetings	Board of Trustees meeting minutes will record Academic Senate President's reports	Board of Trustees meeting minutes reflect that the Academic Senate President attended all Board of Trustees meetings and gave an oral report on the work of the Senate at all scheduled meetings except for one in 2010-2011 and again at all scheduled meetings except for one in 2011-2012.	1	The Senate President will continue to attend Board of Trustees meetings and deliver an Academic Senate report at each business meeting.	Spring 2013
	The Academic Senate President will represent faculty at Board of	Board of Trustees meeting minutes will record Academic Senate President's	Board of Trustees meeting minutes reflect that the Academic Senate President attended all Board of	2	The Senate President will continue to attend Board of Trustees meetings	Spring 2014

	Trustees meetings	reports	Trustees meetings and gave an oral report on the work of the Senate at all scheduled meetings except for one in 2012-2013.		and deliver an Academic Senate report at each business meeting.	
Gather input from all full-time faculty to inform the Senate's Program Review and the Senate's planning agenda.	Collect input from faculty using a survey on Survey Monkey	51% of full-time faculty will participate in the Survey	As of February 24, just 49 of 178 full-time faculty members had responded to the survey. The early results indicate that the Senate website is helpful, that a majority of faculty receive information about the work of the Senate through various means, and 28% would like a workshop on the work of the ASCCC. There were no recommendations for improvement.	1	1)The survey and the results of the feedback will be shared with the Senate and posted on the Senate website so all faculty may access it. 2) The Senate will prepare a FLEX workshop on the ASCCC for fall 2014 3) Continue to send the agenda and minutes to all faculty 72 hrs prior to Senate meetings.	Spring 2015

Click Here to update AUOs