

Academic Senate for College of the Canyons  
**October 23, 2014 3:00 p.m. to 4:30 p.m. BONH 330**

**A. Routine Matters**

1. Call to order
2. Approval of the Agenda
3. Approve of the Consent Calendar
  - a) Academic Senate Summary: October 9, 2014 (p.2)
  - b) Curriculum Summary: October 16, 2014 (p.4)
4. Academic Senate President's Report – Paul Wickline
5. Academic Senate VP Report – Rebecca Eikey
  - Syllabi Guidelines

**B. Committee Reports**

**C. Unfinished Business**

1. Policies on Counseling Services, Prerequisite – in Policy Review Committee
2. Alignment of LEAP Principles with Institutional SLO's (ISLO) – in Division Discussions
3. Formation of Ongoing Accreditation Committee – for Senate Discussion in Fall 2014
4. Local Graduation Requirements – for Senate Discussion in Fall 2014
5. AB 86

**D. Discussion Items**

1. [Annual Student Survey instruction Canyon Country and Valencia](#) (click link to view document) – Daylene Meuschke
2. Student Equity plan <http://tinyurl.com/n9sp9q2> (click link to view document) – Ryan Theule
3. BP 5010 and AP 5010 Draft Submission to Senate and Concurrent Enrollment Revised – David Andrus(p.6)
4. Revised charter/mission for the SLO committee – Rebecca Eikey(p.11)
5. Program Review – Paul Wickline(p.13)

**E. Action Items**

1. [BP 3420 Equal Employment Opportunity and AP 3420 EEO Plan Submission Revised](#) (click link to view document)

**F. Reports**

- Division Reports

**G. Announcements**

1. Area C meeting October 25, Santa Barbara, CA
2. Fall Plenary November 13-15, Irvine, CA – Paul Wickline
3. Courses in need of five year curriculum revision: November 21, 2014 Deadline to submit revised courses, including Distance Learning Addendums and revised degrees/certificates to be eligible for publication in 2014-15 catalog: February 6, 2015
4. AAC&U Liberal Education Global Flourishing & the Equity Imperative, January 21-24, Washington D.C

**H. Open Forum**

**I. Adjournment**

The next Senate meeting will take place on **November 6, 2014**  
 As always everyone is welcomed

## Summary of Academic Senate meeting October 9, 2014

Attendance: Edel Alonso, Amy Shennum, Chelley Maple, Ron Karlin, Heidi McMahon, Thea Alvarado, Deanna Riviera, Lee Hilliard, Ann Lowe, Diane Fiero, Regina Blasberg, Shane Ramey, David Andrus, Michael Sherry, Peter Hepburn, Ruth Rassool and Emily Harmon, student

### A. Routine Matters

1. Call to order at 3:00 p.m. by Edel Alonso on behalf of President, Paul Wickline Vice-President, Rebecca Eikey who were at a conference.
2. Approval of the Agenda: Moved by Thea Alvarado, seconded by Shane Ramey. Vote: Unanimously **Approved**
3. Approval of the Consent Calendar: There were four corrections to the summary of September 9<sup>th</sup>. Those changes have been made. Moved by Ann Lowe, seconded by Ron Karlin. Vote: Unanimously **Approved**
4. President's Report: Paul emailed a report to all Senators on the oral presentation made by the visiting accreditation team at its exit meeting.
5. Vice President's report: None

### B. Committee Reports: N/A

### C. Unfinished Business

1. Policies on Counseling, prerequisite – in Policy Committee
2. Alignment of LEAP Principles with institutional SLO's (ISLO) – in Division Discussions
3. Formation of Ongoing Accreditation Committee – for Senate Discussion in Fall 2014
4. Local Graduation Requirements – for Senate Discussion in Fall 2014
5. Syllabi Guidelines
6. AB 86

### D. Discussion Items

1. BP/AP 5010 Concurrent Enrollment (Proposed revisions)  
David Andrus explained that the changes made on the draft by Jasmine Ruys were not appearing on the copy attached to the agenda. A lengthy discussion ensued regarding *the* proposal that high school students not take the placement assessments and regarding whether 9<sup>th</sup> and 10<sup>th</sup> grade students should be allowed concurrent enrollment. Currently 11<sup>th</sup> and 12 graders only are affected by concurrent enrollment. Gifted students of all ages are allowed concurrent enrollment but there were questions about how "gifted" is defined. The Senators were asked to discuss this issue with their Division faculty prior to the next Senate meeting. This policy will come back to the Senate under action items on the next agenda. David will ask Jasmine to send the document with the changes clearly marked.
- BP/AP 3420 Equal Employment Opportunity and EEO Plan (Proposed revisions)  
David Andrus and Diane Fiero reviewed the proposed revisions and answered questions from the Senators. This item will be listed under action items on the next agenda.

2. SSSP Report – (Draft of Proposed New Report)

Chelley Maple reported that there had been no changes in the proposed draft since presented at the last Senate meeting. There was a discussion about the inclusion of “academic advisors” in the plan (a position that has not been negotiated and currently in dispute between the faculty and the administrators). Also, the Senators still had questions about the SSSP proposed budget and whether funds would be used to supplant or supplement. After reading the signature page, the Senators asked what would be the consequence if the Senate President was directed by the Senate to not sign the document. The Senators are reluctant to have Paul sign the plan given the short amount of time to work on the plan, the rush now to meet the approaching deadline, and our continued concerns about pending issues. Instead, it was suggested that Paul submit a letter explaining the Senate’s reluctance to sign off given concerns with the proposed plan. The plan is due to the CCCCCO October 17, 2014.

**E. Action Items**

1. Corrected discipline assignment for Julie Jacobson: Moved by Deanna Riviera, seconded by Amy Shennum. Vote: Unanimously **Approved**
2. Faculty Appointments to the Senate, College and Collegial Committees: Moved by Thea Alvarado, seconded by Ann Lowe. Vote: Unanimously **Approved**

**F. Reports**

1. Allied Health Division: Amy Shennum reported that her Division faculty asked her to voice their request that the Parking Committee meet on a regular basis. The ASG student representative to the Senate also stated that students have an interest in participating in regular Parking Committee meetings.

**G. Announcements**

- Student Success Conference, October 9, 10 and 11 – Costa Mesa, CA – Paul Wickline and Rebecca Eikey
- Associate Degree for Transfer (ADT) deadlines Adult Basic Education & Career Development & College Preparation (CDCP) – October 17 9:30 am to 3:30 pm, Sacramento City College, October 18 9:30 am to 3:30 pm Riverside Community College
- ASCCC Area C meeting October 25, Mt San Antonio, CA
- ASCCC Fall Plenary November 13-15, Irvine, CA – Paul Wickline

**H. Open Forum:** N/A

**I. Adjournment:** 4:30 p.m.

## CURRICULUM COMMITTEE SUMMARY

October 16<sup>th</sup>, 2014

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of Technical Review meeting held on October 8<sup>th</sup>, 2014.

**Members present:** Backes, Patrick – Curriculum & Articulation Coordinator; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Hyatt, Rhonda – Physical Education & Athletics; Lowe, Ann – Co-Chair, Faculty; Matsumoto, Saburo – Member at Large; Karlin, Ron – Learning Resources; Ramey, Shane – Adjunct Faculty; Solomon, Diane – Student Services; Stephens Cindy – Education; Voth, Joseph – Humanities; Waller, Tina – Allied Health

**Members absent:** Marengo, Anne – Social Science & Business, Ruys, Jasmine – Admissions & Records

**TECHNICAL CHANGE MEMOS on consent:**

Subject	#	Title	Description of action	Author	Effective
CHNESE	101	Elementary Chinese I – Mandarin	Revise SLO #1 to read " Communicate using Mandarin Chinese at the novice mid level according to the ACTFL guidelines on a variety of everyday topics."	C. Acosta	Fall 2014
CULARTS	130	Pastry Art	Course revision was approved on 02/20/2014, <b>units were increased from 1 to 2 units</b> but wasn't noted on the 02/20/2014 curriculum summary.	C. Schwabe	Spring 2015

Program	Degree/Certificate	Description of action	Author	Effective
Baking and Pastry	Certificate of Specialization	<b>Total required units increased from 12 to 13</b> due to increase of units in CULARTS-130.	C. Schwabe	Fall 2015

**NEW ISA COURSES on consent:**

Subject	#	Title	Description of action	Author	Effective
FIRET	016	Training Instructor 1A	2 units, 40 hours lecture, <b>new SLO, new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	017	Training Instructor 1B	2 units, 40 hours lecture, <b>new SLO's (2), new prerequisite of FIRET-016.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	018	Training Instructor 1C	2 units, 40 hours lecture, <b>new SLO's (2), new prerequisite of FIRET-017.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	020	I-200 Incident Command System	0.25 units, 12 -16 hours lecture, <b>new SLO, new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015

FIRET	031	S-215 Fire Operations in the Urban Interface	0.75 units, 16 hours lecture, 16 hours lab, <b>new SLO's (2), new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	032	S-223 Fireline EMT	0.25 units, 16 hours lecture, <b>new SLO, new prerequisites of FIRET-021 &amp; FIRET-023.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	038	S-349/S-248 Resource/DMOB Unit Leader/Status Check-in Recorder	2 units, 40 hours lecture, <b>new SLO's (2), new prerequisite of FIRET-020.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	042	S-271 Helicopter Crew Member	1.50 units, 32 hours lecture, <b>new SLO, new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	061	J-342 Documentation Unit Leader	0.15 units, 8 hours lecture, <b>new SLO, new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	063	J-158 Radio Operator/J-257 Incident Command Center Manager	0.25 units, 16 hours lecture, <b>new SLO, new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	064	S-300 Extended Attack	0.25 units, 16 hours lecture, <b>new SLO, new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015
FIRET	067	S-341 GIS Specialist for Incident Management	1 unit, 24 hours lecture, <b>new SLO, new Fire Academy prerequisite.</b> Rationale for new course: Contract with LA County Fire Department.	A. Green	Winter 2015

**-Motion to approve all Consent Calendar Items on the October 16<sup>th</sup>, 2014 Curriculum Committee Agenda; Motion by Mary Bates, second by Tina Waller. All in favor: Unanimous.**

**NEW COURSES:**

Subject	#	Title	Description of action	Author	Effective
CULARTS	135	Catering	3 units, 18 hours lecture, 108 hours lab, not repeatable, <b>new SLO's (2). New prerequisite of CULARTS-121.</b> Rationale for new course: Recommendation from Culinary Arts Advisory Committee.	C. Schwabe	Fall 2015
CULARTS	136	ICuE Front of the House Service	3 units, 27 hours lecture, 81 hours lab, not repeatable, <b>new SLO's (2). New prerequisite of CULARTS-121.</b> Rationale for new course: Recommendation from Culinary Arts Advisory Committee. Will address the specific needs of the new ICuE building and the operational cafe in the culinary arts program.	C. Schwabe	Fall 2015

**MODIFIED PROGRAMS:**

Program	Degree/Certificate	Description of action	Author	Effective
Culinary Arts	Certificate of Achievement	Adding CULARTS-134, 135, 136 and removing HRMGT-126 from program requirements. Removing HRMGT-220 from "plus 6 units from the following" section and changing section to "plus one course from the following". CWE-188 required units decreased from a minimum of two units to a minimum of 1 unit. <b>Total required units increase from 32.5 to 35.</b>	C. Schwanke	Fall 2015

**-Motion to approve CULARTS-135, CULARTS-136, and the Culinary Arts Certificate of Achievement modification: Motion by Shane Ramey, second by Joseph Voth. All in favor: Unanimous.**

**MODIFIED COURSES:**

Subject	#	Title	Description of action	Author	Effective
CIF	036	Microsoft Outlook	Revised objectives and content, updated textbook.	H. Sageman	Fall 2015
CIF	110	Keyboard and Document Processing	<b>Revised SLO's (2)</b> , revised objectives and content, updated textbook.	H. Sageman	Fall 2015
CIF	140	Microsoft Office	<b>Revised lecture SLO</b> , revised objectives and content.	H. Sageman	Fall 2015

**NEW/MODIFIED PREREQUISITES:**

Title	#	Title	Suggested Enrollment Limitation	Author
CULARTS	135	Catering	New prerequisite of CULARTS-121. – <b>Approved</b>	C. Schwanke
CULARTS	136	ICuE Front of the House Service	New prerequisite of CULARTS-121. – <b>Approved</b>	C. Schwanke
FIRET	016	Training Instructor 1A	New Fire Academy prerequisite. – <b>Approved</b>	A. Green
FIRET	017	Training Instructor 1B	New prerequisite of FIRET-016. – <b>Approved</b>	A. Green
FIRET	018	Training Instructor 1C	New prerequisite of FIRET-017. – <b>Approved</b>	A. Green
FIRET	020	I-200 Incident Command System	New Fire Academy prerequisite. – <b>Approved</b>	A. Green
FIRET	031	S-215 Fire Operations in the Urban Interface	New Fire Academy prerequisite. – <b>Approved</b>	A. Green
FIRET	032	S-223 Fireline EMT	New prerequisites of FIRET-021 & FIRET-023. – <b>Approved</b>	A. Green
FIRET	038	S-349/S-248 Resource/DMOB Unit Leader/Status Check-in Recorder	New prerequisite of FIRET-020. – <b>Approved</b>	A. Green
FIRET	042	S-71 Helicopter Crew Member	New Fire Academy prerequisite. – <b>Approved</b>	A. Green
FIRET	061	J-342 Documentation Unit Leader	New Fire Academy prerequisite. – <b>Approved</b>	A. Green

FIRET	063	J-158 Radio Operator/J-257 Incident Command Center Manager	New Fire Academy prerequisite. – <b>Approved</b>	A. Green
FIRET	064	S-300 Extended Attack	New Fire Academy prerequisite. – <b>Approved</b>	A. Green
FIRET	067	S-341 GIS Specialist for Incident Management	New Fire Academy prerequisite. – <b>Approved</b>	A. Green

New Courses Includes ISA's	14	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	1	Deleted Courses	-0-
Modified Courses	-0-	New SLO's	20	Deleted Programs	-0-
Modified Programs	1	Modified SLO's	1	Proposals Reviewed in Technical Review Session	17
New Non Credit Courses	-0-	New Prerequisites	15	Proposals Returned from Technical Review Session	15

## BP 5010. Admissions and Concurrent Enrollment

### Reference:

Education Code Section 48000, 48800.5, 48802, 76000, 76001, 76002, [76140](#), 76300;  
Labor Code Section 3077

### 5010.1 Definitions

- A. Advanced scholastic or vocational work is identified as College of the Canyons degree applicable course work.
- B. Special part-time student is identified as a concurrent high school student enrolled in 11.0 college units or less.
- C. Special full-time student is identified as a concurrent high school student that has been released by the high school to attend college full-time and enroll in 12.0 units or more.
- D. Highly gifted student would be a student in K- ~~810~~ who has a score of 150 or higher on the most current version of the WISC intelligence test.

### 5010.2 Any person applying for admission to the college must qualify under one of the following:

- A. Be a graduate of high school, passed the California High School Proficiency Test, have a GED, or have a Certificate of Completion from high school.
- B. Be 18 years of age or over and be capable of profiting from the instruction offered.
- C. Be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.
  1. Pursuant to California Education Code Section 48800 (a) students must be approved by their high school principal or designee for "advanced scholastic or vocational work," and identified as a special part-time or full-time student.
  2. Pursuant to California Education Code Section 48800 (b) may be admitted from K- ~~810~~ if identified as "highly gifted".
  3. Pursuant to California Education Code Section 76002 (a) and (b)(3) may be admitted as a special part-time or full-time student if:
    - a) The class is open to the general public, and
    - b) The student is currently enrolled in grades ~~11-9~~ - 12. Exceptions may be made for some special programs and course work, and
    - c) The student has demonstrated eligibility for instruction by completing orientation ~~and assessment~~.

5010.3 The College may restrict admission in some courses and programs. (For policy on [nonresident/foreign](#) students, see Santa Clarita Community College District Policy [Manual Section 50209](#)).

---

5010.4 Students enrolled in grades [9-11](#)-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades [11-12](#) must meet state guidelines for special admit students to apply for admission.

5010.5 Pursuant to California Education Code Section 76001 (d), specially admitted part-time students may not enroll in more than 11 units per semester.

5010.6 Pursuant to California Education Code Section 76300 (f) specially admitted part-time students enrolled under Section 5010.3 above may be exempt from payment of the enrollment fees, [and if appropriate, nonresident tuition](#), per special action of the Board. All other appropriate fees shall be assessed.

A. Specially admitted students released from their high school to attend College of the Canyons, full-time, must pay the enrollment fee and all other appropriate fees as assessed.

5010.7 Claims for state apportionment submitted by the district based on enrollment of specially admitted part time students enrolled under Section 5010.3 shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

See Administrative Procedures AP 5010

## AP 5010 Admissions and Concurrent Enrollment

Reference:

[Education Code, 76140: Title 5 Section 54010](#)

1. After meeting the admission criteria in Board Policy 5010.2 (A) and (B), prospective students, 18 years of age or older, must submit an application for admission prior to the semester/term for which they wish to enroll in classes.
  - a. According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-submit an application for admission to meet California residency requirements.
2. To meet criteria in Board Policy 5010.2 (C) part-time and full-time high school students must complete the following procedures to be admitted to College of the Canyons.
  - a. Be currently enrolled in grades ~~11-12~~ 12 at a public or private high school in California.
  - b. After meeting all requirements that apply to students enrolled in grades ~~11-12~~ 12, students applying for admission from grades K- ~~10-8~~ must also submit a score of 150 or higher on the current version of the WISC intelligence test to qualify as "highly gifted" and be admitted.
  - c. Home school programs must meet state guidelines for prospective students to be admitted. Programs deemed eligible must meet one of the following criteria: (1) The home school program must be affiliated with a county department of education program, (2) must be taught by a person holding a California teaching credential, or (3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction.
  - d. All prospective high school students planning to attend must submit an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
  - ~~e. Prior to the first semester/term of enrollment, all prospective students must complete the assessment process.~~
  - ~~f. e. Prior to the first semester/term of enrollment, all prospective students must complete an orientation session by the registration deadline for specially admitted students.~~
3. According to section ~~5010~~5010.3, admissions personnel will determine which students will be eligible for admission to College of the Canyons.
4. According to section 5010.4, once approved for admission, all eligible specially admitted students must be recommended for each class for which



they plan to enroll by the appropriate high school principal or designee. This information must be presented at the time of registration.

- a. Each potential student must submit a complete special admit form with appropriately recommended College of the Canyons degree applicable courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.
- b. Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.
- c. Home school students must follow the same procedures as outlined above. To meet required signatures for high school designees, private school authorities or administrators may be considered a designee, the high school or program administrators the student is affiliated with may be considered a designee, or the person holding the California teaching credential may be considered the designee.
- d. Students currently in ~~11<sup>th</sup> and 9<sup>th</sup>~~ 12<sup>th</sup> grade will register using a priority system, which is published each semester.
- e. Specially admitted students are restricted from taking the following courses:
  - i. HRMGT 226 - Food and Wine;
  - ii. HLHSCI 151 - Emergency Medical Technician 1
  - iii. Physical Education and Recreation courses (except AOC students [and high school students registering for on or off season Intercollegiate Athletics courses](#))
  - iv. Any course requiring the filing of a contract and/or waiver of liability also requires departmental consent for specially admitted students to enroll.
- f. Students participating in [the Santa Clarita Valley Youth Orchestra the Symphony of the Canyons](#) program must follow the same requirements as other specially admitted students, except the district waives the grade level requirement for students taking the music classes in this program.

- g. Students participating in the Academy of the Canyons program will attend an orientation conducted by AOC and COC. AOC students will take the assessment tests prior to their junior year of high school. Academy of the Canyons students will not be restricted from enrolling in any College of the Canyons class for which they are otherwise eligible and will be exempt from enrollment fees.

- h. The Academic Senate will approve future program and/or course restrictions and exceptions.
5. According to section 5010.5, specially admitted part-time students may not be enrolled in more than 11.0 units per semester/term.
    - a. Specially admitted full-time students may be enrolled in 12.0 units or more per semester/term upon submission of a letter from their high school releasing them to attend College of the Canyons full-time instead of attending their respective high school.
  6. Once registered in classes, specially admitted part-time students [are waived from nonresident and enrollment fees. Specially admitted part-time students](#) must pay all ~~enrollment fees~~ and other appropriate fees each semester/term.
    - a. [Nonresident fees may be waived for specially admitted part-time students who would qualify for the AB 540, nonresident tuition exemption, at the time of graduation from high school.](#)
    - b. [The District cannot claim apportionment for students who have their nonresident tuition waived under this section of Board Policy.](#)
    - a-c. Once registered in classes, specially admitted students released from their high school to attend College of the Canyons full-time must pay all fees assessed, including the enrollment fee [and nonresident fee, if appropriate.](#)

## College of the Canyons Committee for Assessing Student Learning (CASL) Charter and Membership

### Mission Statement

The mission of the Committee for Assessing Student Learning is to ensure that the college goes through an ongoing, systematic process that clarifies and improves Student Learning Outcomes (SLOs) at every level from institutional, program, and course through certificates and degrees with specific emphasis on student success. The Committee for Assessing Student Learning works with faculty to ensure the methods of assessment of course SLOs and program SLOs are authentic, aligned, and consistent across the college.

The CASL reports to the Academic Senate and jointly works with the Administrative Unit Outcome Committee through the Outcomes and Assessments Steering Committee (OASA).

### Scope and Duties

CASL responsibilities include but are not limited to:

- guide and facilitate faculty and staff in implementing outcome and assessment processes;
- support faculty and staff about institutional, program, degree/certificate, course level SLOs; and the processes and timing for establishing and assessing them;
- provide colleagues with guidance, training, tools, rubrics, models and other resources that will assist them in SLO alignment, development and authentic assessment;
- assist faculty and staff in analyzing the results of assessment to improve learning and services;
- maintain open and frequent communications about SLO development and assessment with various college groups, including but not limited to the Department chairs, Academic Division Deans, Curriculum Committee, Academic Senate, Office of Academic Affairs, and College Planning Team.

### Committee Membership

The committee is co-chaired by a SLO Coordinator and appointee of the Academic Senate. Membership includes representatives from Office of Instruction, Professional Development, Curriculum Committee, Program Review Committee, and Institutional Development and one faculty member from each Academic Division:

- Allied Health & Public Safety

- Career Technical Education
- Early Childhood Education
- Fine & Performing Arts
- Humanities
- Learning Resources
- Math, Science & Engineering
- Physical Education & Athletics
- Social Science & Business
- Student Services

## Voting Rights

Only faculty division representatives are given voting rights. Faculty co-chairs vote only in the event of a tie vote.

## Duties of Membership

1. Attend and fully participate in committee meetings
2. Academic Division Representatives serve as consultants to members of their divisions.
3. Inform and update their division about SLO issues such as (but not limited to):
  - a. Processes and timing for establishing and assessing SLO's
  - b. Available training, tools, rubrics, models available for SLO development & authentic assessment
  - c. Student Learning Outcome reporting deadlines
  - d. Assisting with analysis of assessment results
4. All members of the committee shall make decisions based on a college wide perspective.
5. It is expected that all members are prepared to make informed decisions. This will require members to, at a minimum:
  - a. Read the Student Learning Outcome Assessment Reports in the Program Review or CurricUNET Assessment Module prior to meeting
  - b. Stay current on ACCJC requirements regarding Student Learning Outcomes and assessment
  - c. Be knowledgeable about Student Learning Outcomes, Curriculum, and Program Review policies, procedures, writing standards, resources, forms, and deadline dates

## Meetings

Faculty co-chairs will set the Agenda for meetings, which are held twice a month during fall and spring semesters. The first meeting of each semester will be a planning meeting. Additional meetings may be held based on mutual agreement of co-chairs. A summary of committee activities will be reported to the Academic Senate and the Outcomes and Assessments Steering Committee on a regular basis.

## *PROPOSED DRAFT – 10/20/14*

### **Committee Procedures College of the Canyons Program Review Committee**

#### **Mission**

The purpose of the **Program Review Committee** (an Academic Senate subcommittee) is to provide training, advisement and assistance to College of the Canyons faculty and staff to facilitate and improve the program review process. The committee will provide leadership and guidance by reviewing comprehensive program reviews, annual plans, outcomes and assessment cycles, and evaluating the program review planning process.

#### **Oversight**

The Academic Senate reviews the activity of the Committee and gives general direction to its work.

#### **Duties and Functions**

The Program Review Committee will be responsible for maintaining a process by which instructional and academic support programs (TLC, Library, Counseling, Service Learning, etc.) systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes. The committee will review all proposed procedural and content changes to the program review including budget processes.

The Committee will:

- Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
- Review final instructional and academic support program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.
- Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

#### **Membership**

The committee will be composed of appointed and standing members from faculty and administration.

Appointed members

One faculty member from each instructional division.

Allied Health & Public Safety

CTE

ECE

Enrollment Services/Counseling

FAPA

Humanities

Kinesiology/PE/Athletics

Learning Resources

Math, Science and Engineering

Social Science and Business

Two “at large” faculty members

One adjunct faculty member

The Program Review Committee is open to all but the goal is to include at least one representative from each academic division, with possible alternates to attend in case of absences.

Standing members

CIO or designee

Dean, Instructional Support and Student Success

Assistant Superintendent–Vice President, institutional development & technology or designee

Dean, Institutional Research

Academic Dean

Academic Senate President or designee

SLO coordinator or committee member

Curriculum Committee Chair or committee member

Any change in membership structure of the must be approved by the Academic Senate. If a new academic division is created, it will be immediately entitled to representation within the committee.

### **Management**

Two co-chairs will be appointed by the Academic Senate president.

The co-chairs shall have served at least one semester on the committee prior to his/her term.

Only faculty members will have voting rights concerning academic program review processes and functions.

While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.

Committee chairs may vote only if they are also acting as their division’s main representative.

Committee members will share the responsibility of taking minutes.

All documents related to the business of the Committee will be posted on the COC intranet committee website.

The committee will meet on twice each month during the fall and spring semesters.

All changes to procedures and forms will be submitted to constituencies for review before implementation.

Quorum will be 50% plus one of the total voting membership.

The Committee will make decisions based on a majority vote.

The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.

The Committee will review this agreement on an annual basis.

### **Attendance**

It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.

If a member of the Committee isn't able to attend a meeting, he/she is encouraged to ask another faculty member from the division to attend in his/her place.