

We are 10+1

Academic Senate for College of the Canyons
September 10, 2015 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the Agenda
3. Approval of the Consent Calendar:
 - a) Academic Senate Summary: May 21, 2015 (pg.2)
 - b) Curriculum Summary: September 4, 2015 (pg. 5)
4. Academic Senate President's Report – Rebecca Eikey
5. Academic Senate Vice President's Report – VACANT

B. Committee Report:

1. Curriculum – Ann Lowe (pg. 7)

C. Unfinished Business

- Local Graduation Requirements
- Adjunct Minimum Qualifications – HR
- Academic Hiring Procedures for Adjunct Positions – HR, Diane Fiero

D. Discussion Items

1. Replacement of VP of Academic Senate (pg. 8)
2. BSI Action Plan – Denee Pescarmona

http://www.canyons.edu/Offices/AcademicSenate/Documents/Basic_Skills_and_ESL_Online_Form%20for%202015-16%20%287-2-15%29%20%284%29.pdf

<http://www.canyons.edu/Offices/AcademicSenate/Documents/BSI%202015%20Action%20Plan%20for%20Senate.pdf>

3. Consideration of COCFA and Academic Senate Joint Resolution on Nepotism (pg. 9)

E. Action Items

1. Approval of VP vacancy
2. Approval of Replacement plan for VP vacancy
3. Spring Calendar for Senate and Curriculum (pg. 12)
5. Approval of discipline assignments for the following faculty:
 - Graciela Martinez, Counseling, Early Childhood (pg. 13)
 - Mary Manuel, Nursing/Nursing Science/Clinical Practice/Health/health Services Director/Coordinator/College Nurse/Health and Safety; Non-credit (pg. 20)
6. Emeriti Status for Dennis Bauwens
7. Approval for Albert Loaiza as department chair for Counseling
8. Approval of Heidi McMahon, department chair for Chemistry
9. Approval of Ron Karlin as Senator for Learning Resources
10. Approval of committee assignments: Tenure Committees, Collegial Consultation, Calendar Committee & other Committees (pg. 21)
11. Approval of Lisa Hooper as co-chair for Curriculum
12. Approval of Formation of Program Viability Committee: IRDC

<http://www.canyons.edu/Offices/AcademicSenate/Documents/IDRC%20HIT%20Narrative.pdf> (pg. 31)

F. Reports

- School reports

G. Announcements

- Strengthening Student Success 2015: looking back, looking forward,, Oct. 7-9 Oakland Marriott
- Fall Plenary Session Nov. 5-7 the Irvine Marriott Hotel
- Accreditation institute Feb. 19-20 San Diego
- Academic Academy Mar. 11-12 North TBD
- Spring Plenary Session Apr. 20 – 23 Sacramento Convention Center
- Career Technical Education institute May 6-7 TBD
- Scholarly Presentation in Fall DTBD

I. Adjournment

The next Senate meeting will take place on **September 25, 2015.**

As always everyone is welcome to attend

Summary of the Academic Senate Meeting May 21, 2015

Attendance: Paul Wickline, Lee Hilliard, Thea Alvarado, David Andrus, Chelley Maple, Amy Foote, Ron Karlin, Deanna Riviera, Shane Ramey, Mike Sherry, Wendy Brill, Heidi McMahon, Regina Blasberg, Edel Alonso, Philip Marcellin, Jim Temple, Bob Maxwell, Denee Pescarmona, Rebecca Eikey, Dr. Jerry Buckley, Stan Wright, Peter Hepburn, Amy Shennum, Andy McCutcheon and Ruth Rassool

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the agenda: Motion Thea Alvarado, seconded Edel Alonso. Unanimous. Approved
1. Approval of the consent calendar: David Andrus brought information regarding our voting of the last Senate meeting and he wanted to say that Edel was correct that we should and are only allowed to take one main motion at a time. We had to take one motion and vote and one motion vote and so forth. David wanted it on record that Edel was correct. Motion Edel Alonso, seconded Ron Karlin. Unanimous. Approved
3. **President's Report, Paul Wickline**
 - Paul reminded everyone that tonight is the Scholarly Presentation at 6:00 p.m. in the PAC and Dr. Edel Alonso is presenting.
 - Dr. Buckley will be here today to discuss the reorganization
 - Paul acknowledge Edel's assistance, advisement, and availability when needed. He was not sure of the all the history regarding Academic Senate and he is thankful for her help with this. The leadership relied on Edel.
4. **VP, Rebecca Eikey:** N/A

B. Committee Reports: N/A

C. Unfinished Business

1. Policies on Counseling Services – Policy Review Committee. David and Paul had a discussion and this policy is not sitting Policy Review Committee. It was returned to the counselors to address. So this will be pulled off the unfinished business list. Edel announced it will be ready before June 30, 2015 to go back to Senate Policy Committee.
2. Formation of Ongoing Accreditation Committee – for Senate discussion in 2014. This is Dr. Buckley's taskforce. Dr. Buckley stated that right now he did not have a lot to report on. Based on where they were last month they have created a grid that has consolidated down all the various things we are responsible for reporting on. Went back to the 2008 accreditation recommendations. We have three recommendations of improvement from 2014. These include our own planning agenda items and actionable improvement plans. Dr. Buckley views this taskforce as laying the ground work for the permanent accreditation presence on our campus, more permanent involvement or integration of accreditation in our daily lives.
3. Local Graduation Requirements – for Senate discussion in Fall 2014, More information will be coming from Paul. Edel stated that on February 9, 2012 the Senate approved board policy and procedures on the associate degrees and certificate. It was sent on the council policy and approved and Edel believes it was approved by the board. However it has never appeared on the list of board policies on the board website and Edel has been asking about it because when they wrote that policy we added new nomenclature for students graduating with high GPA's and we wanted to align ourselves with other colleges and universities. It is now spring 2015 and she does not believe that policy was ever implemented.

Dr. Buckley stated he would follow-up on that. David also stated that this was not the only policy he could not find. The merging and splitting document is not on there as well.

4. Adjunct Minimum Qualifications – HR, Paul will follow up on this. Thea stated that she had recently received a letter stating that she had met the minimum qualifications to teach but has been her for four years.
5. Academic Hiring Procedures for Adjunct Positions – HR, Diane Fiero
6. Spring Senate and Curriculum 2016 calendar – still up in the air.

D. Discussion Items

1. Reorganization – Dr. Jerry Buckley

Dr. Buckley passed around the documents showing the changes for the reorganization. Dr. Buckley stated that smaller colleges use the term “instruction” while medium and large college’s use the term “Academic Affairs.” Dr. Buckley wanted to correct this to “Academic Affairs.”

Dr. Buckley described the organizational structure with the handouts he passed around. He described his reasoning for the changes and how they benefit everyone. There was a very long discussion with many questions as to why the changes and Dr. Buckley answered them. He explained the name changes for divisions to “schools” as well as the other changes he is hoping to make. This is a huge change for everyone and he has met with many individuals and groups including faculty, staff and deans. He asked that if anyone had changes or ideas please email him. He stated he would like for the new changes to go into effect on July 1, 2015. Dr. Buckley stated this is the finished model he is taking to next board meeting and hopes for approval.

2. AP Units – Edel Alonso

Edel passed around the Report on the History of Granting Credits for AP, IB and CLEP exams. Edel learned that the Math faculty had proposed and taken to Curriculum a proposal to equate AP exams and the results of the AP exams to specific courses here at COC. Edel is a little concerned and contacted Paul to say that her understanding is that whenever we have agreed how we are going to use the results of AP exams or later the IB and most recently the CLEP exam those discussions always took place both at Curriculum and at the Academic Senate. And although the Math department suggestion may be appropriate, Edel felt it was important that those conversations take place at Senate since there may be other interested in the same. Edel noted that Joan Jacobson was on the Senate for a very long time and was instrumental in being the voice for the developmental of the AP chart, which we use as a model when we accepted IB and the CLEP. The chart exists now and Edel gave Senate a link demonstrating how the AP exam counts for the CSU. She also gave Senate a link to the chart illustrating how the AP are used in the UC system. We adopted our chart based on those charts, because we were concerned if we are going to give students units for the AP results we wanted to make sure they were aligned with the way the CSU and UC system did it. In our chart we have always aligned courses directly to general education areas. We did not equate a specific test result with a specific course. This is the concern from a Counselor’s view. When they developed the IB and the CLEP they did the same thing. Edel just wanted to make the Senators aware.

E. Action Items

1. BP computer and Network Use and AP 3720 Computer and Network: Motion Wendy Brill, Seconded Rebecca Eikey. Unanimous. Approved
1. Revisions to the Academic Staffing Clarifications and Procedures Document. Motion Edel Alonso, seconded Rebecca Eikey. Unanimous. Approved
2. Humanities Program Viability Proposal
3. Adjunct Election Results: Motion Rebecca Eikey, seconded Amy Shennum. Unanimous. Approved

4. Emeriti Status for Dr. Edel Alonso. Garrett Hooper nominated her: Motion Rebecca Eikey, seconded Garrett Hooper. Unanimous. Approved
5. Emeriti Status for Mary Petersen, Andy McCutcheon nominated her: Motion Ruth Rassool, seconded Andy McCutcheon. Unanimous. Approved.

F. Reports: N/A

G. Announcements:

- Please read the announcements listed on the agenda.
- Ruth Rassool recognized Amy Foote as the new AFT president
- Dr. Buckley asked for anyone interested on the joining the committee to revamp the Sustainable Committee please let him know
- Merging and Splitting policy will be coming back to Senate.
- Save the date for June 26th instructional design workshop.

H. Adjournment: 4:30 p.m.

CURRICULUM COMMITTEE SUMMARY

September 3rd, 2015

3:00 pm – 5:00 pm

BONH-330

ORGANIZATIONAL MEETING

Members present: Backes, Patrick – Curriculum & Articulation Coordinator; Barnthouse, Erin – Learning Resources; Bates, Mary – Math, Sciences & and Health Professions; Brill, David – Visual & Performing Arts; George, Tricia – Humanities; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Applied Technologies; Hooper, Lisa – Co-Chair, Faculty; Hyatt, Rhonda – Kinesiology & Athletics; Jacobson, Julie – Member at Large; Lowe, Ann – Co-Chair, Faculty; Marengo, Anne – Social & Behavioral Sciences; Matsumoto, Saburo – Member at Large; Ruys, Jasmine – Director Admissions and Records; Solomon, Diane – Student Services; Stephens, Cindy – Member at Large

1. Welcome New Committee Members, Introductions

Everyone in attendance introduced themselves. The 2015-2016 Curriculum Committee members are as follows:

- Backes, Patrick – Curriculum & Articulation Coordinator (non-voting member)
- Barnthouse, Erin – Learning Resources Representative
- Bates, Mary – School of Math, Sciences & and Health Professions Representative
- Brill, David – School of Visual & Performing Arts Representative
- George, Tricia – School of Humanities Representative
- Green, Audrey – Co-Chair, Administrator
- Hilliard, Lee – School of Applied Technologies Representative
- Hooper, Lisa – Co-Chair, Faculty
- Hyatt, Rhonda – School of Kinesiology & Athletics Representative
- Jacobson, Julie – Member at Large
- Lowe, Ann – Chair, Faculty
- Marengo, Anne – School of Social & Behavioral Sciences Representative
- Matsumoto, Saburo – Member at Large
- Ruys, Jasmine – Director Admissions and Records (non-voting member)
- Solomon, Diane – Student Services Representative
- Stephens, Cindy – Member at Large
- Vacant – School of Business Representative
- Vacant – Adjunct Representative

2. 2015-2016 Curriculum Calendar, Updated Dates

The updated calendar for the 2015-2105 Curriculum Committee meetings was reviewed. The updated calendar will be sent out the Full Time Faculty, Deans, Executive Cabinet, and Board of Trustees.

3. 2015 Five Year Revision List

The 2015 five year revision list was reviewed. Committee members were asked to follow up with the departments within the Schools they represent regarding courses that need to be revised as part of the five year revision cycle. The five year revisions list and will be updated after every curriculum committee meeting and be sent out to the Department Chairs and Deans.

4. Fall 2015 Tech Review Schedule

Curriculum Committee members were asked to volunteer for the technical review sessions that have been scheduled for the Fall 2015 semester. Some alternative sessions will be scheduled in the afternoon as some members were not able to make any of the morning sessions due to their teaching schedule.

5. Associate Degrees for Transfer & C-ID

-Summary of Completed Degrees. College of the Canyons now has 21 approved Associate Degrees for Transfer which puts the college in compliance with SB-440.

-Pending Degrees for 2015-216. The Biology ADT has been identified as an additional ADT the college will pursue in 2015-2016.

-C-ID Update. Currently there are 8 courses that have been conditionally approved or not approved through C-ID.

6. Procedures/Handbook Changes

Revisions to the Curriculum Committee Procedures were reviewed and voted on. Anne Marengo moved to approve the revised Curriculum Committee Procedures, Julie Jacobson seconded the motion, all members voted in favor and the revised Curriculum Committee Procedures were approved.

Revisions to the Curriculum Committee Handbook were reviewed. Additional revisions were needed to the Handbook so no vote was take on the revised Curriculum Committee Handbook.

7. Prerequisite Approval Training

Ann Lowe led a presentation on the new prerequisite policy for out of discipline prerequisites. The committee was trained on how to do content review and the proper process for approving prerequisites. Board policy 4260 requires that a Prerequisite subcommittee be established to address the out of discipline Math and English prerequisites. The subcommittee will include the Curriculum Committee Chair, 4 Curriculum Committee members, English Department Chair, Mathematics Department Chair, Member of Academic Senate, CIO or designee, and Ad Hoc – course author and department chair. The following four curriculum committee members volunteered to serve on the Prerequisite Subcommittee: Erin Barnthouse, Julie Jacobson, Anne Marengo, and Cindy Stephens. The committee still needs the Academic Senate to appoint a member for the Prerequisite subcommittee.

8. Other Business/Discussion

None.

Curriculum Committee Report

Summary of 2014-2015 work of the Curriculum Committee

New Courses Including Instructional Service Agreement (ISA) Courses: 89	Modified Non Credit Courses: 8	Modified Prerequisites: 30
New Degree and Certificate Programs: 4	New Distance Learning Addendums (DLA's): 49	Deleted Courses: 25
Modified Courses: 260	New Student Learning Objectives (SLO's): 144	Deleted Programs: -0-
Modified Programs: 34	Modified Student Learning Objectives (SLO's): 240	Proposals Reviewed in Technical Review Session: 367
New Non Credit Courses: 3	New Prerequisites: 85	Proposals Returned from Technical Review Session for Further Revision: 106

DISCUSSION Item 1: Replacement of Vice President of Academic Senate

Email correspondence (August 10,2015) between Rebecca Eikey & David Andrus:

“I reviewed the Constitution and By-Laws and here is my interpretation:

(Step 1)

Article II Section C of the By-Laws makes clear the VP shall assume the duties of the Presidency since Paul has vacated the office. This will become official either upon Paul’s formal written resignation to you and the Senate, or once the BOT makes his reassignment official (either or). Once the Board approves his new title you will officially be President.

(Step 2)

Next we go to the Constitution, which has more authority than the by-laws.

Under Article IV, Section 6 the Senate, at its very next meeting, shall make official by a 2/3 vote that the office of the Vice- Presidency has in fact been vacated. While we might want to have some of this language smoothed out in the near future so as to avoid any unnecessary overlap between the Constitution and By-Laws, it is a good thing to make it official by this vote. That way if there is any confusion, conflict or discrepancy in a future scenario, the Senate has formally weighed in on the matter by a 2/3 vote. Since the By-Laws make clear the VP assumes presidential duties, there is no need to acknowledge a vacancy of the presidency. That would only be the case if you could not serve.

(Step 3)

Next, Under Article IV Section 6(A) it clearly states that a vacancy of the President or VP should be filled in a manner that the Senate decides. And that does not even require a majority, just a plurality. Again, there is no vacancy of the Presidency; only the VP at this point. (I am assuming you will carry on as President. If not, then we do have to go a different route.)

At its very next meeting, I believe the Senate (after declaring the VP vacancy by 2/3 vote) needs to vote by a plurality of the quorum at that meeting (not a plurality of all Senators) on how they want to fill the office of VP. Its options are:

1. Ask the President to appoint a willing individual to serve out the remainder of your term as VP and then have it approved by the Senate in the manner it decides (either by plurality or majority vote of a quorum). The Senate should approve a VP appointment to promote good governance, although theoretically it could just designate ultimate power of appointment to you in this one instance.
2. Hold a special election to be conducted by Michael and the Elections committee. That election can be voted on by either all faculty members, or Senators only (not necessarily advised).

I hope this helps. Let me know what you think. Are you planning on serving as President for the full year? If so, you will receive the 50% release time. FYI.”

DISCUSSION Item 3: Consideration of COCFA and Academic Senate Joint Resolution on Nepotism

BOT Presentation Transcript:

August 26, 2015

Ladies and Gentlemen,

My name is Garrett Hooper and I am a member of the Counseling Faculty at College of the Canyons. I am here because on August 12th, 2015 this Board approved the hire of Adam Wilding as a Program Advisor to Student Athletes, an action that is in direct violation of *Board Policy 7310 – Nepotism*. The department is outraged that such a hire was approved by our Board of Trustees, and though our concerns were brought to both our Dean of Enrollment Services and Vice President of Student Services, we were told no action would be taken regarding the matter. On behalf of the Counseling Department, I am here tonight to bring this blatant case of nepotism to your attention, and to illuminate an obvious breakdown in the hiring process at College of the Canyons.

The following examples will clearly illustrate why our College must maintain and observe a policy on nepotism:

6. *Board Policy 7310 – Nepotism*, which states: “The District does not prohibit the employment of relatives or domestic partners as defined by Family Code Section 297 et seq. in the same department or division, ***with the exception that they shall not be assigned to a regular position within the same department or division that has an immediate family member who is in a position to recommend or influence personnel decisions.***” Adam Wilding’s father, Michael Wilding, is the Vice President of Student Services and in this position oversees the Counseling Department and adult hourly Program Advising positions at College of the Canyons. The COC Board of Trustees approved the hiring of Adam Wilding as an adult hourly Program Advisor to Student Athletes on August 12th.
7. The starting pay rate for adult hourly Program Advisor positions at College of the Canyons is \$10.50/hour. After a probationary period it is customary for Program Advisors’ hourly rate to be raised to \$13.25. Adam Wilding is being hired at \$21/hour.
8. Adam Wilding was hired to replace a vacancy in the position of Program Advisor to Student Athletes. The previous employee in this position earned \$13.25/hour and worked 20 hours/week.
9. Adam Wilding did not interview for the position of Program Advisor to Student Athletes, or compete against other applicants.
10. Prior to the hiring of Adam Wilding, the Counselor to Student Athletes reached out to a potential candidate to inquire if they would be interested in the position of Program Advisor to Student Athletes. Though qualified, the candidate dismissed the position due to what they considered an inadequate pay rate of \$13.25 at 20 hours/week.
11. Two of the department’s adult hourly Program Advisors previously requested a raise but were denied by our Dean of Enrollment Services. The Dean provided them written confirmation of this denial, stating that the pay ceiling for adult hourly Program Advisors is \$13.25.
12. Adam Wilding has been hired to work just under 40 hours per week. Historically college assistant and adult hourly Program Advisors working for the Counseling Department are hired to work for no more than 20 hours/week.
13. Since August 2013 the Counseling Department has held a vacancy for a full time Program Advisor position. Despite advocacy by the Department to replace this position during two Classified Staffing Reviews, the position remains unfilled. Of particular note is that the COC Canyon Country

Campus Counseling Department has never employed a full-time Program Advisor. The Canyon Country campus expects to serve over 5,000 students for the fall 2015 semester. The Program Advisor to Student Athletes position for which Adam Wilding was hired, and who received a substantial increase in both hourly pay and hours/week compared to all other past and current adult hourly Program Advisors, will serve an athlete population of approximately 400 students.

Ladies and gentlemen, the Counseling Department believes that not only is this a clear violation of the Board Policy on nepotism, but also illustrates a failure by the administration and board of trustees to abide by a clearly defined hiring process. When decisions are made that disregard well-established campus policy, and when the appearance of impropriety is great, morale is destroyed and trust is eroded in our management and the elected officials our community charges with governing the College.

In closing, I leave you, and the audience, with these questions:

In light of this information, were you aware of the college policy on nepotism and that you approved Adam Wilding to be hired as a Program Advisor to Student Athletes on August 12th?

If not, why?

Article from the Santa Clarita Signal August 27, 2015

Faculty member alleges violation in hiring of son of COC administrator

By Luke Money, Signal Staff Writer
luke@signalscv.com, 661-287-5525

An employee at College of the Canyons is alleging the recent hiring of the son of a college administrator runs afoul of the college board's policies on employing family members, though a college spokesman is adamant the hire did not violate board policy.

At issue, according to Garrett Hooper, a counselor at COC's Valencia campus, is the recent hire of Adam Wilding — the son of Michael Wilding, the college's assistant superintendent and vice president of student services.

Hooper alleged during Wednesday's COC board meeting that hiring the younger Wilding as an "adult hourly program adviser to student athletes" is "a clear violation of the board policy on nepotism."

"When you read that board policy, then it becomes very clear," Hooper said in a follow-up interview Thursday.

"The (Santa Clarita Community College) District does not prohibit the employment of relatives or domestic partners ... in the same department or division, with the exception that they shall not be

assigned to a regular position within the same department, or (a) division that has an immediate family member who is in a position to recommend or influence personnel decisions," the board policy reads.

COC board members approved hiring the younger Wilding on Aug. 12, according to Hooper and board records.

Michael Wilding, in his capacity as assistant superintendent and vice president of student services, "oversees the Counseling Department and adult hourly program advising positions at College of the Canyons," Hooper said.

However, COC spokesman Eric Harnish said the policy applies to "regular" employees — such as classified staff, faculty and administrators — not temporary short-time hires.

"I can say for certain that there's no violation of board policy," Harnish said of the matter Thursday, adding in a follow-up email that the "policy does allow for short-term hourly employees to work in the same department or division with family members."

Another issue Hooper raised is related to pay.

He said the pay rate of an adult hourly program adviser position typically falls between \$10.50 and \$13.25 an hour, but that "Adam Wilding is being hired at \$21 an hour."

Harnish said the college's salary schedule for short-term employees "lays out a level of duties, and it assigns a pay rate that is commensurate with the level of duties."

In this case, Harnish said, after the previous short-term hourly employee left the position, "the department analyzed its needs," and "to improve service to student-athletes, they decided to bring in a short-term hourly employee who could take on more advanced duties."

"Staff in Human Resources have analyzed the duties being performed and found they are consistent with the rate of pay," he wrote in an email.

For his part, Hooper said he hopes the COC board "will do the right thing and maintain board policy."

"I have the full support of our counseling faculty and our staff who are upset and outraged that this happened," he said.

Harnish, though, said again that no board policies were violated.

"The allegation that was made, that there has been a violation of board policy, is not correct," Harnish said. "There has been no violation of board policy."

Curriculum and Senate Meetings 2015/2016

Fall 2015				
Month	Curriculum I	Senate I	Curriculum II	Senate II
September	Sep 03	Sep 10	Sep 17	Sep 24
October	Oct 01	Oct 08	Oct 15	Oct 22
November	Oct 29	Nov 05	Nov 12	Nov 19
December	Dec 03	Dec 10	Winter break	Winter break
Spring 2016				
Month	Curriculum I	Senate I	Curriculum II	Senate II
February	Winter break	Feb 11	Feb 18	Feb 25
March	Mar 03	Mar 10	Mar 17	Mar 24
April	Mar 31	Spring Break	Apr 14	Apr 28
May	Apr 28	May 05	May 12	May 19
June		May 26		

HUMAN RESOURCES OFFICE

Date: June 12, 2015

To: Paul Wickline
President, Academic Senate

From: Rian Medlin
Senior Human Resources Generalist (Faculty)

CC: Christina Chung
Director, Human Resources

Subject: Additional Discipline Assignment for Graciela Martinez

The following information is provided for discipline assignment:

Ms. Graciela Martinez

Ms. Martinez has been hired as the Counselor (CalWORKS – 70%), effective start date April 1, 2015. The following is provided for discipline assignment:

- M.S., Educational Counseling
Pupil Personnel Services Credential
University of La Verne
- Over two years' experience (Center Director - Kindercare)

It would appear that Ms. Martinez qualifies for the discipline(s) of:

- Counseling
- Early Childhood Education

Note: Ms. Martinez is being grandfathered into Early Childhood Education based on the Minimum Qualifications in place at the time she was hired as an adjunct in Early Childhood Education in February 2014.

Ms. Martinez qualified under Equivalency #2 (listed below): M.S., Educational Counseling, plus over 2 years' experience related to the discipline of the assignment as the Center Director for the KinderCare Learning Center in Stevenson Ranch, CA.



- Updated as of 11/10/11 -

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

Announces Employment Opportunities
 For Adjunct (Part-Time) Instructors for:

**Child Development/Early Childhood Education
 Instructor Eligibility Pool**

Availability needed: Valencia campus / Canyon Country Campus

Deadline to apply: Not Applicable.

We are accepting applications on an on-going basis for future consideration into the Eligibility Pool. When a review date is listed for an Adjunct Instructor position, the position is open until filled. Your application cannot be considered until all required documents have been received. Incomplete applications will be kept open for 30 days from the date the application is initially received. Applications that are still incomplete after 30 days will not be considered.



QUALIFICATIONS

Possession of an **unexpired** California Community College Instructor Credential in Child Development/Early Childhood Education.

OR- Master's in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, or educational psychology with a specialization in child development/early childhood education.

OR- Bachelor's in any of the above **AND** Master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies.

OR- Equivalency #2: Master's Degree in any discipline, plus two years of professional experience related to the discipline of the assignment or two years of teaching experience in the discipline of the assignment.



OR- Equivalency #3: Bachelor's degree in the discipline of the assignment, plus at least 12 units of graduate work completed in the discipline of the assignment as part of enrollment in a master's program.

OR- Equivalency #4: Bachelor's degree in the discipline of the assignment, plus at least 12 units of graduate course work completed in the discipline of the assignment **AND** one year of professional experience related to the discipline of the assignment or one year of teaching experience in the discipline of the assignment.

OR- Equivalency #5: Bachelor's degree in the discipline of the assignment, plus five years of professional experience related to the discipline of the assignment or five years of teaching experience in the discipline of the assignment.

AND the ability to demonstrate clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. College of the Canyons prefers to hire faculty with demonstrable skills in academic computing and classroom use of computers.

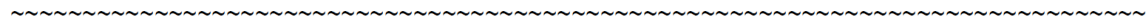


Please note:

- Teaching and occupational experience may be combined to total the required number of full-time years of experience.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- A teaching demonstration may be required at the interview stage.
- From time to time the equivalencies accepted by departments change. If you are qualifying under an equivalency, please note that if hired you must qualify under the established minimum qualifications or department equivalency(ies) in place at the time of hire.



CONDITIONS OF EMPLOYMENT

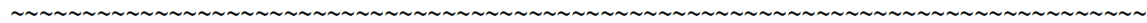


Assignments may include Monday through Friday (day and evening), as well as Saturday classes.

Adjunct Salary Rate: Starting at **\$54.37** per hour (Click [HERE](#) to view Academic Adjunct Salary Schedule).

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential/transcripts, background fingerprint clearance, tuberculosis screening, proof of eligibility to work in the United States (College of the Canyons hires only individuals lawfully authorized to work in the United States) and Board of Trustees approval as required.

APPLICATION INSTRUCTIONS



All materials listed below are required for your application packet to be considered complete. All application materials must be uploaded online or received by the Human Resources Department, located in the University Center, Suite 360. College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California 91355.



- **District ACADEMIC Application.**
- **Current detailed resume** summarizing education and experience.
- **Three (3) letters of professional reference.** Reference letters must contain **original signatures** and **dated within the last five (5) years.** One formal, signed teaching evaluation (dated within the last five (5) years) may be substituted for one (1) letter of reference.
- **College transcripts verifying educational degree(s) and/or coursework required for the position.** Unofficial or copies of transcripts may be submitted for application purposes; however, official transcripts must be submitted before hiring. Copies of college diplomas are not acceptable in lieu of transcripts. **Important note on minimum education requirements:** Units and/or degree(s) earned must have been awarded by a college or university accredited by an agency recognized by the American Council on Post-Secondary Education. The candidate is responsible for providing equivalency evaluation recognized by the District for degrees and/or units earned outside the United States, degrees from a college or university not accredited by an agency recognized by the American Council on Post-Secondary Education, or if degree is not in the exact discipline required.

It is the applicant's responsibility to ensure that the official application packet is fully and correctly completed. All materials submitted become the property of the District. Materials will not be returned, copied or considered for other openings.



SELECTION AND ELIGIBILITY POOL PROCESS

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Positions are open until filled. The above position represents the anticipated need for the upcoming semester(s) or the eligibility pool. The department may review materials at anytime based on enrollment needs and the Human Resources Office will contact selected applicants for the interview process. Only completed application packets that meet the minimum qualifications or established equivalency will be considered. Qualified applicants who successfully complete the selection and interview process will be placed in the eligibility pool and may be eligible for adjunct employment with the District anytime within the next 36 months.

IF YOU ARE NOT ABLE TO APPLY ONLINE, APPLICATION MATERIALS MAY BE OBTAINED BY CONTACTING THE JOB LINE AT (661) 259-7800, ext. 7233, or TTY/TDD (661) 362-5178.

**EQUAL EMPLOYMENT POLICY**

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The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3428.



- NEW as of 04/09/15 -

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

*Announces Employment Opportunities
For Adjunct (Part-Time) Instructors for:*

**Early Childhood Education (ECE) Instructor
Applicant Pool**

Availability needed: Valencia campus / Canyon Country Campus

Deadline to apply: Not Applicable.

We are accepting applications on an on-going basis for future consideration into the Applicant Pool. When no review date is listed for an Adjunct Instructor position, the position is open until filled. Your application will not be considered until all required documents have been received.

QUALIFICATIONS

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Possession of an unexpired California Community College Instructor Credential in Early Childhood Education (ECE)

**OR-** Master's in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, or educational psychology with a specialization in child development/early childhood education

**OR-** Bachelor's in either of the above AND Master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies

**OR-** Equivalency Option 2: An official transcript documenting successful completion of a Bachelor's degree from an accredited institution of higher education in the requested discipline AND official transcripts documenting successful completion of a minimum of 18 semester units in discipline-specific graduate level courses in the requested discipline AND current enrollment in a Master's degree program in the requested discipline with the Master's degree to be completed within 24 months from the hire date.

**Please note:**

- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- A teaching demonstration may be required at the interview stage.
- From time to time the equivalencies accepted by departments change. If you are qualifying under an equivalency, please note that if hired you must qualify under the established minimum qualifications or department equivalency(ies) in place at the time of hire.



## CONDITIONS OF EMPLOYMENT

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Assignments may include Monday through Friday (day and evening), as well as Saturday classes.

Adjunct Salary Rate: Starting at **\$55.74** per hour. (Click [HERE](#) to view Academic Adjunct Salary Schedule).

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential/transcripts, background fingerprint clearance, tuberculosis screening, proof of eligibility to work in the United States (College of the Canyons hires only individuals lawfully authorized to work in the United States) and Board of Trustees approval as required.

## APPLICATION INSTRUCTIONS

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All materials listed below are required to be considered for an interview. Applicants are encouraged to apply online by visiting our website at [www.canyons.edu/offices/humanresources](http://www.canyons.edu/offices/humanresources). All application materials must be uploaded online or received by the Human Resources Department, located in the University Center, Suite 360. College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California 91355. If you require assistance, please contact the Human Resources Office at (661) 362-3427 or for hearing impaired TTY/TDD (661) 362-5178.

- **District ACADEMIC Application.**
- **Current detailed resume** summarizing education and experience.
- **Three (3) letters of professional reference.** One formal, signed teaching evaluation may be substituted for one (1) letter of reference. **\*\*IMPORTANT\*\* Each document must be dated within the last five years and have an original signature (fancy font type signatures are not acceptable).**
- Complete **College transcripts** verifying educational degree(s) and/or coursework required for the position. Unofficial or copies of transcripts may be submitted for application purposes (please include both the front and back of ALL transcript pages); however, official transcripts must be submitted at the time of hiring. Copies of college diplomas are not acceptable in lieu of transcripts. **Important note on minimum education requirements:** Units and/or degree(s) earned must have been awarded by a college or university accredited by an agency recognized by the American Council on Post-Secondary Education. The candidate is responsible for providing equivalency evaluation recognized by the District for degrees and/or units earned outside the United States, degrees from a college or university not accredited by an agency recognized by the American Council on Post-Secondary Education, or if degree is not in the exact discipline required. For your convenience, we accept any company who is a current member of NACES.

It is the applicant's responsibility to ensure that the official application packet is fully and correctly completed. All materials submitted become the property of the District. Materials will not be returned, copied or considered for other openings. Complete applications will be kept on file for two (2) years from the date the application is initially received.

## SELECTION AND APPLICANT POOL PROCESS

Positions are open until filled. The above position represents the anticipated need for the upcoming semester(s) or the applicant pool. The department may review materials at any time based on enrollment needs and the Human Resources Office will contact selected applicants for the interview process. Only completed application packets that meet the minimum qualifications or established equivalency will be considered.

Qualified applicants who successfully complete the selection and interview process will be placed in the applicant pool and may be eligible for adjunct employment with the District anytime within the next 36 months.

**EQUAL EMPLOYMENT POLICY**

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Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3428.

HUMAN RESOURCES OFFICE

Date: April 15, 2015
To: Paul Wickline
President, Academic Senate
From: Linda Clark
Senior Human Resources Generalist (Faculty)
CC: Christina Chung
Director, Human Resources
Subject: Discipline Assignment – Mary Manuel

The following information is provided for discipline assignment:

Mary Manuel

Ms. Manuel has been hired as the Director, Student Health and Wellness, effective start date April 13, 2014. The following is provided for discipline assignment:

- BS in Nursing, University of Phoenix
- MS in Nursing, University of Phoenix

It would appear that Ms. Manuel qualifies for the discipline(s) of:

- Nursing
- Nursing Science/Clinical Practice
- Health
- Health Services Director/Coordinator/College Nurse
- Health and Safety; Noncredit

TO: Dr. Dianne Van Hook, Chancellor
 FROM: Rebecca Eikey, Academic Senate President
 DATE: September 10, 2015
 RE: Faculty Appointments to Collegial Consultation Committees and Operational Teams
 2015-2016

<u>College Planning Team (CPT)</u>	<u>Safety Committee</u>
Claudia Acosta, Faculty Co-Chair	Pamela Williams-Paez
Rebecca Eikey	Jim Anderson
Sonny Requejo	Tim Baber
Pamela Brogdon-Wynne	Tina Rorick
Wendy Brill-Wynkoop	Don Takeda
Peter Hepburn	Rebecca Eikey
Cindy Stephens	
<u>College Policy Council</u>	<u>President's Advisory Council on Budget (PAC-B)</u>
David Andrus	Bob Maxwell, Co-Chair
Jane Feuerhelm	Wendy Brill-Wynkoop
Chelley Maple	Miriam Golbert
Pamela Brogdon-Wynne	Juan Buriel
	Stan Wright
<u>Facilities Master Plan</u>	Rebecca Eikey
Jeannie Chari	
VACANT	<u>Technology Committee</u>
	VACANT- Faculty Co-Chair
<u>Enrollment Management Team</u>	Ron Karlin
Rebecca Eikey	Ron Dreiling
Marlene Demerjian	Victor Jadaon
Deanna Riveira	Adam Kempler
	Diane Sionko
<u>Advocacy Team</u>	Ahn Vo
Stephen Branch	
Wendy Brill-Wynkoop	
Vince Delahovich	
Diana Stanich	
John Varga	
Miriam Golbert	

2015-2016 Faculty Appointments to Committees

Academic Senate Committees	Chair or Co-Chair	Members
Academic Staffing Committee	Peter Hepburn, faculty	Chris Blakey, Humanities
		Chris Ferguson, MSHS
		Diane Baker, MSHS
		Dorothy Minarsch, AT
	Dr. Jerry Buckley, VP Instruction	Renee Marshall, SBS
		John Wissmath, K&A
		Karyl Kicenski, SBS
		VACANT, School of Business
		VACANT, Student Services
		VACANT, VPA
Academic Standards	Michael Joslin, Dean Student Services	Diane Solomon, Student Services
		VACANT, School of Business
		David Brill, VPA
		Samuel Otoo, Humanities
		Heidi McMahon, MSHS
CETL Steering Committee	Brent Riffel, faculty	Victoria Leonard, SBS
		Peter Hepburn, Learning Resources
		Rebecca Eikey, MSHS
		Ron Dreiling, Humanities
		Teresa Ciardi, MSHS
		Lisa Wallace, Humanities
		Mehgen Andrade, SSB
		Juan Buriel, Humanities
		Kelly Burke, MSHS
		Chris Blakey, Humanities
Kerry Brown, Student Services		

		<p>Adam Kempler, Humanities</p> <p>Kimberly Haglund, TLC</p> <p>Brian Weston, Director Online Resources</p> <p>Preeta Saxena, Institutional Research</p> <p>Daylene Meuschke, Dean Institutional Research</p> <p>Denee Pescarmona, Dean Instructional Support</p>					
<p>Civic Engagement Steering Committee</p>	<p>VACANT, faculty</p>	<p>Victoria Leonard, SBS</p> <p>Lisa Malley, SBS</p> <p>David Andrus, SBS</p> <p>Sherrill Pennington, SBS</p> <p>Tammera Stokes Rice, SBS</p> <p>Sarah Etheridge Criswell, SBS</p>					
		<p>Patty Robinson, Dean Civic Engagement</p>	<p>Katie Coleman, SBS</p> <p>Tracey Sherard, Humanities</p> <p>Deanna Davis, Humanities</p> <p>Mary Bates, MSHS</p> <p>Miriam Golbert, MSHS</p> <p>Deems Morrione, Adjunct</p> <p>Alejandro Morales, Adjunct</p> <p>Ruth Rassool, Adjunct</p>				
			<p>Constitution & Bylaws</p>	<p>David Andrus, faculty</p>	<p>Rebecca Eikey, MSHS</p> <p>Michelle LaBrie, SBS</p> <p>Ruth Rassool, Adjunct</p>		
					<p>Curriculum Committee</p>	<p>Ann Lowe & Lisa Hooper, faculty co- Chairs</p>	<p>Mary Bates, MSHS</p> <p>David Brill, FPA</p> <p>Lee Hilliard, AT</p> <p>Rhonda Hyatt, K&PE</p> <p>Erin Barnthouse, Learning Resources</p> <p>Anne Marengo, SBS</p> <p>VACANT, Adjunct</p>

	<p>Audrey Green, Associate Vice President Academic Affairs</p>	<p>VACANT, School of Business</p> <p>Cindy Stephens, SBS</p> <p>Diane Solomon, Student Services</p> <p>Julie Jacobson, At-Large (Student Services)</p> <p>Tina Waller, MSHS</p> <p>Sab Matsumoto, At-Large (MSHS)</p> <p>VACANT, At-Large</p> <p>Tricia George, Humanities</p> <p>Jasmine Ruys, Admissions & Records, non voting</p> <p>Patrick Backes, Curriculum/Articulation Coordinator, non-voting</p>
<p>Elections Committee</p>	<p>Michael Sherry, faculty</p>	<p>VACANT, Adjunct</p>
<p>Faculty Professional Development</p>	<p>Teresa Ciardi, faculty & VACANT, faculty</p>	<p>Mehgen Andrade, SSB</p> <p>Phil Gussin, SSB</p> <p>Kevin Jenkins, VPA</p> <p>K.C. Manji, VPA</p> <p>Sandy Carroll, MSHS</p> <p>Lee Hilliard, AP</p> <p>Alexa Dimakos, Humanities</p> <p>Brandon Hilst, MSHS</p> <p>VACANT, School of Business</p> <p>VACANT, AT</p> <p>VACANT, K&PE</p> <p>Cindy Stephens, SBS</p> <p>Ruth Rassool, Adjunct</p> <p>Susan Ling, Counseling</p> <p>Galeen Roe, Learning Resources</p>
<p>Honors Steering Committee</p>	<p>Miriam Golbert, faculty</p>	<p>Mehgen Andrade, SBS</p> <p>Kim Gurnee, Humanities</p>

		Victoria Leonard, SBS Diane Solomon, Student Services Julie Jacobson, Student Services Lisa Malley, SBS Tammy Mahan, SBS Ruth Rassool, Adjunct Deems Morrione, Adjunct Majid Mosleh, SBS Brent Riffel, SBS Deanna Riveira, SBS VACANT, School of Business VACANT, AT
Learning Communities Committee	Juan Buriel, faculty	Vince Devlahovich, MSHS Alberto Loaiza, Student Services Anne Marengo, SBS Debra Zednik, Adjunct Adam Kempler, Humanities
Minimum Qualifications and Equivalencies	Aivee Ortega, faculty	Pamela Brogdon- Wynne, Student Services James Gilmore, MSHS Lee Hilliard, AT Ron Karlin, Learning Resources Mary Powell, Humanities K.C. Manji, VPA Pamela Williams-Paez, SBS VACANT, School of Business VACANT, K&PE
Policy Review	David Andrus, faculty	Thea Alvarado, Adjunct Chelley Maple, Student Services Lisa Hooper, K&PE Rebecca Shepherd, SBS

<p>Academic Program Review</p>	<p>VACANT, faculty</p>	<p>Nicole Faudree, School of Business</p> <p>Howard Fisher, K&PE</p> <p>Peter Hepburn, Learning Resources</p> <p>Renee Marshall, SBS</p> <p>Tina Rorick, MSHS</p> <p>Erin Delaney, Humanities</p> <p>Bob Maxwell, School of Business</p> <p>Garrett Hooper, Student Services</p> <p>Miriam Golbert, MSHS</p> <p>Ann Lowe, MSHS</p> <p>VACANT, AT</p> <p>VACANT, VPA</p>
<p>Program Viability</p>	<p>Rebecca Eikey, faculty</p>	<p>Kerry Brown, Student Services</p> <p>Ann Lowe, Curriculum Chair</p> <p>Jerry Buckley, VP Instruction</p> <p>Wendy Brill, COCFA President</p> <p>Amy Foote, AFT President</p> <p>David Andrus, SBS</p> <p>others as needed per Program Proposals</p>
<p>Scholarly Presentation</p>	<p>David Stevenson, faculty</p>	<p>Bob Brode, MSHS</p> <p>Katie Coleman, Adjunct</p> <p>Kelly Cude, MSHS</p> <p>Nicole Faudree, School of Business</p> <p>Amy Foote, Adjunct</p> <p>Michael Leach, SBS</p> <p>Pamela Williams-Paez, SBS</p> <p>Karyl Kicenski, SBS</p> <p>Jerry Buckley, VP Instruction</p> <p>Russell Waldon, Dean School of Business</p>

		Cindy Biehahn, Foundation
		Jesse Munoz, Classified
		Joan McGregor, Board of Trustees
CASL (formerly SLO)	Rebecca Eikey, faculty & Vacant, faculty	Diane Solomon, Student Services
		Debbie Klein, MSHS
		Nicole Faudree, School of Business
		Ron Karlin, Learning Resources
		Rhonda Hyatt, K&PE
		VACANT, Curriculum Representative
		VACANT, Humanities
		Dilek Sanver-Wang, MSHS
		VACANT, AT
		VACANT, SSB
VACANT, VPA		

TO: Michael Wilding, Vice President, Student Services
FROM: Rebecca Eikey, Academic Senate President
DATE: September 10, 2015
RE: Faculty Appointments to Academic Calendar Committee,

The following faculty will be representing the Academic Senate:

- Garrett Hooper, Counseling
- Michael Sherry, Mathematics

