College of the Canyons Academic Senate
December 7, 2017 3:00 p.m. to 4:50 p.m. BONH 330
AGENDA

Notification: *The meetings are audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.*

A. Routine Matters
1. Call to order
2. Public Comment
   This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.
3. Approval of the Agenda
4. Committee Appointments: Tim Baber and Miriam Golbert to Classified Staffing Committee
5. Approval of the Consent Calendar

Academic Senate Summary, Nov. 9 2017 (pg.3) and Nov. 30, 2017 (pg.8)	Curriculum Committee Summary, Nov. 16 and Nov. 30, 2017 (pg.11 & 18)
Professional Development Pre-Approved Activities (pg.26)	

B. Reports (time limit 7 minutes each)
1. Academic Senate President, Rebecca Eikey
2. Academic Staffing Report, Miriam Golbert
3. Legislative and FACCC Update, Wendy Brill
4. PAC-B, Sharlene Coleal
5. Parking Update, Barry Gribbons

C. Action Items
1. Emeriti Status, Don Takada, Valerie Malinoski and Stan Wright
2. Election results for Senate President and Vice President:
   - Rebecca Eikey, President
   - Jason Burgdorfer, Vice President
3. Spring FLEX 2018 Activities (pg.30)
4. Vacancy - Adjunct Senate Representative Spring 2018
5. Discipline Assignment Memo and Retreat Rights for Gina Bogna (pg.35)
6. Standing Rule for Authorization, Maintenance and Destruction of Audio Recordings (pg.37)
7. 2018-19 Administrative Program Planning and Review Activity Planning Form 2t
8. CCCCO Guided Pathways: Guided Pathways Self-Assessment Tool

D. Discussion (time limit 10 minutes each)
1. Program Viability Committee's Report, Lisa Hooper (pg.38)
2. Guided Pathways - ASCCC GP Liaison & CA GP Institute, Rebecca Eikey
3. Peer Review Process for Program Review, Jason Burgdorfer (pg.40)
4. Standard Components for Academic Senate Committee Charters, Rebecca Eikey & David Andrus (pg.46)

E. Unfinished Business
1. Faculty Professional Development Committee Procedures
2. Ad Hoc Committee Update – OEI Rubrics, Anne Marenco
3. Deliberative Dialog: Campus Culture & Safety
4. Curriculum Committee Procedures, Lisa Hooper
5. Resolution in Support of Resources for the Academic Senate

F. New Future Business
Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

G. In Committee
Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact David Andrus if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 330.

Student Discipline (BP 5529, 5530, 5531)
AP 7120 Recruitment and Selection
Academic Senate Standing Rule for Meeting Recordings
Academic Freedom AP
Matriculation Policies

H. Announcements
- Next Academic Senate Meeting – February 8th, 2018
- Upcoming elections for School Senators, Adjunct Senators, Department Chairs and Curriculum Committee members.
- 2018 Accreditation Institute February 23-24, Anaheim
- 2018 Instructional Design & Innovation, March 16-17
- 2018 Spring Plenary Session, April 12-14, San Mateo
- 2018 Career Technical Education Institute, May 4-5
- 2018 Faculty Leadership Institute, June 14-16
- 2018 Curriculum Institute, July 11-14

I. Adjournment

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Affairs Office at College of the Canyons at least 48-hours before the scheduled meeting.

Academic Senate Summary for November 9, 2017

Voting Members					
Senate President	Rebecca Eikey	X	SBS Senator	Rebecca Shepherd	X
Vice President	Jason Burgdorfer	X	Business Senator	Gary Collis	X
Immediate Past President	VACANT		Learning Resources Senator	Erin Barnthouse	A
Curriculum Chair	Lisa Hooper	X	At Large Senator	Erika Torgeson	X
Policy Review Chair	David Andrus	X	At Large Senator	Jennifer Paris	X
AT Senator	Regina Blasberg	X	At Large Senator	Deanna Riveira	X
MSHP Senators	Mary Bates	X	At Large Senator	David Brill	A
VAPA Senator	*Michael McCaffrey* for Wendy Brill-Wynkoop	X	At Large Senator	*Collette Gibson* for Saburo Matsumoto	X
Student Services Senator	Garrett Hooper	X	At Large Senator	Benjamin Riveira	X
Humanities Senator	VACANT		Adjunct Senator	Noemi Beck-Wegner,	X
Kinesiology/Athletics Senator	Phillip Marcellin	A	Adjunct Senator	Carly Perl	X
			Adjunct Senator	Aaron Silverman	X

Non-voting Members	
Dr. Buckley	A
Lita Wangen	X
Dan Portillo	A
Dr. Wilding	A
Devon Miller, ASG	A

Guests	
Teresa Ciardi	Leslie Carr
Kelly Burke	Justin Hunt
Denee Pescarmona	Rebekah Child
Patti Haley	Daylene Meuschke
Barry Gribbons	

A. Routine Matters

1. Call to order: 3:00 pm
2. Public Comment: N/A
3. Approval of the Agenda: Motion to approve the agenda David Andrus, seconded by Jennifer Paris. Unanimous. Approved
4. Approval of the Consent Calendar: add Dan Portillo to the summary for Program Viability. Motion to approve the agenda Carly Perl, seconded by David Andrus. Unanimous. Approved

B. Reports

1. <u>Academic Senate President, Rebecca Eikey</u>

   Fall 2017 Plenary Takeaways:

   - Concern over how collegial consultation is occurring at the statewide level and how work at the Chancellor's Office is moving very quickly. For example, the governor has asked the Chancellor's Office to make movement towards implementing 100% online

college, a 115th college. There is a workgroup, Flex Learning Options for Workers (FLOW) that has been working to develop proposals for the governor. There is concern the Chancellor's Office has invited consultants from outside to lead the conversation towards a particular outcome and that they are not really consulting with the various constitutes across the state. There is concern about how the 100% online college could overlap with Online Education Initiative (OEI) and other local initiatives.

- There were twenty new resolutions that came in Thursday night:
  - Online education and FLOW
  - Implications that implementation of the requirements of AB 705 may have on our ESL students
  - Santiago Bill AB 19 and how that is connected to guided pathways. A lot of Senates around the state are not in favor of guided pathways and will not be applying for it.
  - Resolution to request Section 58003.3 of Title 5 be repealed with regards to undocumented students and non-credit access.
- To be clear, the sense from Plenary is that with the passage of AB 705, the guided pathways movement, and everything else that the colleges are currently working on, that the amount of work ahead feels quite daunting. To be successful, it will take **focus and collaboration** with all of us working together on behalf of our students. Now, more than ever we need to work together in a manner that is respectful and built upon trust. Otherwise our governance structures are going to very stressed especially if there is not good collaboration and understanding of faculty purview.

2. <u>Vice President, Jason Burgdorfer</u>
   Fall 2017 Plenary Report
   - There were three proposals that floated out from the FLOW work group to create a new fully online college. There was concern this would harm enrollment at rural schools.
     - Choose one existing campus to run the online college;
     - Create Regional Online Cooperatives so colleges would work with their neighboring colleges.
     - Think of different ways we offer our online courses on a local basis such as the OEI initiative.
   - The consultants were from a for-profit university, Western Governors University.
   - Guided Pathways. There was a lot of resistance. A representative from the Chancellor's Office said if a local senate does not sign off on the pathways project and does not want to participate the school will not receive any pathways monies.

3. <u>Budget Update for the Integrated Plan (SSSP, Student Equity and BSI), Denee Pescarmona</u>
   The allocations from the state for SSSP and Basic Skills Initiative were increased .The plan has not changed, but the budget has. There is now $60,000 set aside in the plans for discipline-specific professional development. Denee wanted to let the Senate know about the budget changes because we had already signed off on this and these budget changes came afterwards.

C. Action
   1. Emeriti Status for Chelley Maple. Garrett Hooper nominated Chelley Maple for Emeriti Status. Motion to approve Garrett Hooper, seconded by Erika Torgeson. Unanimous. Approved
   2. Discipline Assignment Memo and Retreat Rights for Renee Marshall. Motion to approve Mary Bates, seconded by Regina Blasberg. Unanimous. Approved

3. Standing Rules for Appointments to Committees. Motion to approve Mary Bates, seconded Regina Blasberg. Unanimous. Approved
4. Academic Senate Statement on Faculty Governance Participation. Motion to approve Carly Perl, seconded by David Andrus. Unanimous. Approved.
5. BP/AP 511 Financial Aid. Motion to approve Rebecca Shepherd, seconded by Mary Bates. Unanimous. Approved.

D. Discussion

1. <u>Standard Components for Academic Senate Committee Charters, Rebecca Eikey</u>
   The changes that the Senate asked for have been made and visible with the strikeouts. A change was asked to identify the committee as a "sub-committee of the Academic Senate." That change will be added. Also we will add "box" that states if an Ad Hoc committee is a Standing committee of the Senate. This will come back as an Action for the next agenda.
2. <u>Faculty Professional Development Committee Procedures, Teresa Ciardi and Leslie Carr</u>

List of Changes/Additions

- Renamed our committee from Faculty Development Committee (FDC) to Faculty Professional Development Committee (FPDC) to emphasize <u>Professional</u> <u>Development</u>
- Completely reorganized the content to fit within the Committee on Committees template, in order to be consistent in our formatting with other college committees.
- Added Organizational Structure, and identified ourselves as a sub-committee of the Academic Senate
- Added Connections/Associations with other committees
- Added Duties and Functions section
- Changed the member of the committee to be more specific and added a list of college schools (divisions) from which at least one full-time representatives is desired, also added language for 2 full-time faculty to serve as at-large representatives, and 2 adjunct faculty as at-large representatives
- Specified that the Director of Professional Development (Administrative member of FPDC) is a non-voting member
- Added language regarding adding members
- Added voting rules
- Added tasks (items G-I) under Responsibilities of Chair(s)
- Added items B-D under Meetings
- Changed language and/or added information under Guidelines for Professional Development (FLEX) Credit. The most notable changes are listed below.
  - → Changed the language for item to align with COCFA contract (item C)
  - → Changed limit regarding number of hours per category from 20.5 to full 41. (item D)
  - → Added information about pre-approved activities (item E)
  - → Added information about mylearningplan (item F)
  - → Added consistent deadline language for all proposals (item J)
- Added Guidelines for Specific Proposals which was previously contained within the specific proposals and is now also included in the FPDC Guidelines and Operating Procedures
- Added Legal and Contractual Requirements and Guidelines Regarding Professional Development (FLEX) in order to provide the context for determining whether an activity is

professional development, and for determining the number of allowable/obligated hours for professional development activities.

- There was concern expressed by the Senate regarding the changes in the procedures. The procedures followed the format from the Committee on Committees and did not include strikeouts or bolds. Without strikeout/bolds, some senators do not want to vote on something when they cannot see what the specific changes are.
- There was concern about the deadline of submitting reports "within 10 contract days" for conferences, outreach, or non-COC providers. The Senate would like there to be more flexibility. Teresa explained that could cause a workload issue for the committee if we extended the deadline. Faculty might send the committee all reports at once in the spring semester. Teresa will take this back to committee and bring this back as discussion.
- There was a suggestion to remove "mylearningplan" and to use "professional development tracking program."

3. CCCCO Guided Pathways: Guided Pathways Self-Assessment Tool, Denee Pescarmona
    - The Assessment Tool is due December 23, 2107. The last Board of Trustees meeting is December 6, 2017 and our last Academic Senate meeting is December 7, 2017. Thus this document will be making its way around the various constitute groups on campus for consultation and the board may approve it before we have second read or move to Action. This is going to (IE)^2 committee and there will be additional changes then based on that work. When it comes back to us on December 7th it will be slightly changed from what you see here today.
    - The Chancellor's office has not released any guidance yet as to what the work plan template would be. The trailer bill language does allow for reassign time and professional development.
    - Our allocations came out on October 18, 2017. College of the Canyons would potentially be awarded $1.5 million dollars over five years as one-time funds. The first year the amount could be close to $380,000.00, the second year would be $450,000.000, the third year would $380,000.000 and the fourth and fifth year would be $150,000.00. This is not ongoing money. This is one-time money to support his guided pathways effort. As part of that work plan the trailer bill language includes that our plan needs too incorporate what we already have been doing with Basic Skills, Equity, and SSSP plans.
    - Rebecca would like to have a group of faculty contribute to that work plan in terms of developing it and have that done over January. She thinks there will be stipends available.
    - Please take this back to your schools and discuss this. Send any feedback to Denee.

4. Academic Senate Program Review Budget, Rebecca Eikey
   Rebecca focused on the travel cost based on this year's travel. She modeled it closely to last year. She estimated sending more than one faculty member to conferences. We see here an estimate on the cover page. Several suggestions were better camera for those who are Webexing in to the Senate meetings, additional audio support so more people in the room can be heard when they are on Webex. A suggestion of drop mics from the ceiling would help a lot. Rebecca will follow up on whether this can be handled in program review or sooner.

E. Unfinished Business
1. Ad Hoc Committee Update – OEI Rubrics, Anne Marenco
2. Deliberative Dialog: Campus Culture & Safety
3. Curriculum Committee Procedures, Lisa Hooper
4. Resolution in Support of Resources for the Academic Senate

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

G. In Committee

Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact David Andrus if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 330.

Student Discipline (BP 5529, 5530, 5531)
AP 7120 Recruitment and Selection
Academic Senate Standing Rule for Meeting Recordings
Academic Freedom AP

H. Announcements
- 2018 Accreditation Institute February 23-24, Anaheim
- 2018 Instructional Design & Innovation, March 16-17
- 2018 Spring Plenary Session, April 12-14, San Mateo
- 2018 Career Technical Education Institute, May 4-5
- 2018 Faculty Leadership Institute, June 14-16
- 2018 Curriculum Institute, July 11-14

I. Adjournment: 4:55 pm

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Academic Senate Summary for November 30, 2017

Voting Members					
Senate President	Rebecca Eikey	X	SBS Senator	Rebecca Shepherd	A
Vice President	Jason Burgdorfer	X	Business Senator	Gary Collis	A
Immediate Past President	VACANT		Learning Resources Senator	Erin Barnthouse	A
Curriculum Chair	Lisa Hooper	X	At Large Senator	Erika Torgeson	A
Policy Review Chair	David Andrus	X	At Large Senator	*Cindy Stephens as proxy for* Jennifer Paris	X
AT Senator	Regina Blasberg	X	At Large Senator	Deanna Riveira	X
MSHP Senators	Mary Bates	X	At Large Senator	David Brill	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Saburo Matsumoto	A
Student Services Senator	Garrett Hooper	A	At Large Senator	Benjamin Riveira	X
Humanities Senator	VACANT		Adjunct Senator	Noemi Beck-Wegner,	A
Kinesiology/Athletics Senator	Phillip Marcellin	A	Adjunct Senator	Carly Perl	X
			Adjunct Senator	Aaron Silverman	X

Non-voting Members	
Dr. Buckley	A
Lita Wangen	X
Dan Portillo	A
Dr. Wilding	A
Devon Miller, ASG	A

Guests	
Omar Torres	Barry Gribbons
Daylene Meuschke	Patrick Backus
Dr. Diane Fiero	Vincent Devlahovich
Stan Wright	Jim Temple
Lee Hilliard	Sandra Hernandez
Debbie Gonzales	Paul Wickline
Russell Waldon	Micah Young
Andy McCutcheon	Marilyn Jimenez
Edel Alonso	

A. Routine Matters
1. Call to order: 5:00 pm
2. Public Comment: N/A
3. Approval of the Agenda: Motion to approve the agenda David Andrus, seconded by Cindy Stephens. Unanimous. Approved

B. Reports
4. <u>Academic Senate President, Rebecca Eikey</u>
   A small group met yesterday to outline a process on how we can apply for specific discipline funds. Rebecca will be sending out an email tomorrow so everyone can get a sense of some of these conferences that are coming up.

5. Vice President, Jason Burgdorfer: N/A

C. Action Items

1. Special Resolution Fall 2017 and Emeriti Status: Lita Wangen. Motion to approve the resolution and Emeriti Status: David Andrus,   Seconded by Aaron Silverman. Unanimous. Approved.

College of the Canyons Academic Senate
Special Resolution
Fall 2017

Whereas, Lita Wangen is a graduate of College of the Canyons earning her Associates of Art degree in Business and a Certificate in Office Administration; and

Whereas, Lita Wangen has spent her career working in educational settings supporting faculty and students in Rio Vista Elementary School, James Foster Elementary School, and College of the Canyons; and

Whereas, Lita Wangen began her career at College of the Canyons 18 years ago as the first and only Administrative Assistant for the Academic Senate; and

Whereas, Lita Wangen has worked with four different Academic Senate Presidents during her career providing effective and invaluable guidance to each and every one of them; and

Whereas, Lita Wangen supports the work of the Academic Senate by creating and organizing an archive of irreplaceable Academic Senate information so that it is readily available; and

Whereas, Lita Wangen has crafted approximately 225 Academic Senate agendas and transcribed minutes from over 300 meetings; and

Whereas, Lita Wangen has managed to effectively provide a painless transition between Academic Senates from year to year by tirelessly working to clarify policies, processes, and past practices; and

Whereas, Lita Wangen has increased her responsibilities greatly over the last ten years, yet handles the myriad of details associated with the Academic Senate with a pleasant attitude and a friendly smile; and

Whereas, Lita Wangen is a true professional, pays close attention to detail, and thinks proactively when working with both new and experienced Academic Senate members and faculty to help them understand institutional culture and processes; and

Whereas, Lita Wangen has a terrific sense of humor that she has shared with her many colleagues over the year; and

Whereas, Lita Wangen has interacted with every single full-time faculty member in her career from helping the new faculty when as they receive their seniority number, to coordinating faculty office assignments, and supporting their recognition on the Faculty Emeriti wall.

Resolved That College of the Canyons Academic Senate express our appreciation, fondness, gratitude, admiration, and love to **Lita Wangen** and do hereby recognize her contributions made to the betterment of the students, the faculty, the College and our community as unrivaled and exceptionally significant; and

Resolved That the College of Canyons Academic Senate bestow **Honorary Faculty Emeritus** status to **Lita Wangen** as a recognition for her outstanding commitment to working collegially with college faculty as well as a long and successful history of dedication toward student success here at the college.

D. Announcement: December 7, 2017 Senate Meeting
E. Adjournment: 5:15 pm

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CURRICULUM COMMITTEE SUMMARY

November 16th, 2017   **3:00 pm – 5:00 pm**   **Bonelli Hall 330**

Curriculum Committee Members

Members Present: Patrick Backes – Curriculum & Articulation Coordinator (Non-voting); Mary Bates – Mathematics, Science and Health Professions; Erin Barnthouse – Learning Resources; David Brill – Visual and Performing Arts; Tricia George – Humanities; Hervé Guillard – Adjunct Representative; Lee Hilliard – Applied Technologies; Lisa Hooper – Faculty Co-Chair; Julie Hovden – Enrollment Services; Rhonda Hyatt – Kinesiology, Physical Education & Athletics; Susan Ling – At large member; Saburo Matsumoto – At large member; Omar Torres – Administrative Co-Chair; Robert Wonser – Social and Behavioral Sciences (Substitute for Anne Marenco); Lori Young – Business

Members Absent: Steve Erwin – Admissions and Records; Cindy Stephens – At large member

NEW COURSE PROPOSALS – DISCUSSION OF NEED				
The following new course proposals will be discussed at this meeting with the authors of the proposals to determine the need of adding the course to our curriculum. The course outlines will not be reviewed at this meeting.				
Subject & Number	**Title**	**Rationale for New Course Proposal**	**Author**	**Effective**
INTERD-100	Introduction to Community-Based Learning	As the Civic and Community Engagement Initiative moves forward, Service-Learning provides a High Impact Practice (HIP) to engage students in community service. In addition, the Service-Learning program is offering training of Service-Learning to students to provide a deeper understanding of the pedagogy.	P. Robinson	TBD
INTERD-101	Introduction to Civic and Community Engagement	This course provides an introductory level examination of civic and community engagement which fulfills the introductory level course requirement of Introduction to Civic and Community Engagement as part of the new	P. Robinson	TBD

		Civic Engagement Minor at CSU Northridge.		

-A motion was made requesting that these courses go through the Program Viability process due to funding requests; Motion by David Brill, second by Lori Young. All in favor: Unanimous. Tricia George abstained from voting as she was not present during the discussion.

NEW COURSE PROPOSALS – FINAL READ

The need for the following new course proposal was approved at the November 2nd Committee meeting. This course outline was reviewed through a technical review process and will now be reviewed by curriculum committee. The author is not required to attend this meeting to represent these new course proposals.

Subject & Number	Title	Description of Action	Author	Effective
HLHSCI-140	Introduction to Public Health	3 units, 54 hours lecture. **new SLO, new DLA 100% online option only.** Course will be submitted for C-ID PHS 101. **New recommended preparation of eligibility for ENGL-101/101H, (C-ID Requirement).**	P. Haley	TBD

NEW PROGRAM PROPOSALS – FINAL READ

The following program proposals were reviewed through a technical review process and will now be reviewed by the curriculum committee. The author is not required to attend this meeting to represent these new program proposals.

Program	Degree/Certificate	Description of Action	Author	Effective
Environmental Science	A.S.-T Degree	42 total major units, aligned with Environmental Science Transfer Model Curriculum. **New Program SLO.**	J. Chari	TBD
Environmental Studies	A.A. Degree	28-31 total major units, **new Program SLO.**	J. Chari	TBD
Public Health	A.S.-T Degree	32 total major units, aligned with Public	P. Haley	TBD

		Health Transfer Model Curriculum. **New Program SLO.**		

-Motion to approve HLHSCI-140, the Environmental Science AS-T Degree, the Environmental Studies A.A. Degree, and the Public Health AS-T Degree; Motion by Julie Hovden, second by Mary Bates. All in favor: Unanimous.

TECHNICAL CHANGES – CONSENT CALENDAR

The following items are being approved as technical changes and will not be reviewed during this committee meeting. The authors of the following items are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
ECE-121	Principles and Practice of Teaching Young Children	**Adding DLA, 100% online & Hybrid options.**	C. Stephens	Fall 2018
ECE-125	Introduction to Curriculum for Young Children	**Adding DLA, 100% online & Hybrid options.**	C. Stephens	Fall 2018
ECE-127	Health, Safety, Nutrition for Children	**Adding DLA, 100% online & Hybrid options.**	C. Stephens	Fall 2018
ECE-129	Observation and Assessment	**Adding DLA, 100% online & Hybrid options.**	C. Stephens	Fall 2018
ECE-130	Infant/Toddler Development and Curriculum	**Adding DLA, 100% online & Hybrid options.**	C. Stephens	Fall 2018
ECE-165	Teaching Children in a Diverse Society	**Adding DLA, 100% online & Hybrid options.**	C. Stephens	Fall 2018
ECE-220	Adult Supervision and the Mentor Process in Early Care and Education	**Adding DLA, 100% online & Hybrid options.**	C. Stephens	Fall 2018
SURV-106	Boundary Control and Legal Principles II	**Adding DLA, 100% online & Hybrid options.**	R. Blasberg	Spring 2018
SURV-107	Construction Surveying	**Adding DLA, Hybrid only.**	R. Blasberg	Spring 2018

MODIFIED COURSES – CONSENT CALENDAR

The following modified courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, in a technical review session held on November 6th by the following curriculum committee members: Lisa Hooper, Saburo Matsumoto, and Mary Bates. These courses will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this

Subject & Number	Title	Description of Action	Author	Effective
	meeting.			
NC.BCSK-100	GED Preparation	**Revised hours, now 20 – 190 lecture hours.** Revised description, **revised SLO,** revised objectives & content.	S. Prier	Fall 2018

MODIFIED PROGRAM PROPOSALS – CONSENT CALENDAR

The following modified programs were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, in a technical review session held on November 13th by the following curriculum committee members: Lisa Hooper and Omar Torres. These programs will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.

Program	Degree/Certificate	Description of Action	Author	Effective
English	A.A.-T Degree	Adding ENGL-112/112H as option to core requirements. Total units of degree now 18 – 19 units.	A. Terzian	TBD

NEW AND MODIFIED INSTRUCTIONAL SERVICE AGREEMENT (ISA) COURSES – CONSENT CALENDAR

The following new courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, in a technical review session held on November 13th by the following curriculum committee members: Lisa Hooper and Omar Torres. These courses will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
FIRET-038	L-965 Resource/DMOB Unit Leader	Modification – **Title change (formerly "S-349/S-248 Resource/DMOB Unit Leader/Status Check-in", hours decreased to 32, units decreased to 1.5 (formerly 40 hours, 2 units). Revised SLO,** revised description, objectives and content.	K. Klar	TBD

FIRET-039	Status Check-in Recorder	0.5 units, 16 hours lecture. **new SLO, new prerequisite FIRET-020**	K. Klar	TBD
FIRET-129	Executive Chief Fire Officer 4A: Human Resources Management for Executive Chief Fire Officers	1.5 units, 28 hours lecture. **new SLO, new prerequisite FIRET-125, 126, 127, 128.**	K. Klar	TBD
FIRET-130	Executive Chief Fire Officer 4B: Community and Government Relations for Executive Chief Fire Officers	0.5 units, 10.5 hours lecture. **new SLO, new prerequisite FIRET-125, 126, 127, 128.**	K. Klar	TBD
FIRET-131	Executive Chief Fire Officer 4C: Administration for Executive Chief Fire Officers	1.5 units, 30.5 hours lecture. **new SLO, new prerequisite FIRET-125, 126, 127, 128.**	K. Klar	TBD

NEW/MODIFIED PREREQUISITES – CONSENT CALENDAR

The following is a summary of new prerequisites that was reviewed in a technical review session and recommended for approval as part of the Consent Calendar of this agenda. The authors of the following new and modified prerequisites are not required to attend this meeting.

Title	Suggested Enrollment Limitation	Author
Status Check-in Recorder	New prerequisite FIRET-020.	K. Klar
Executive Chief Fire Officer 4A: Human Resources Management for Executive Chief Fire Officers	New prerequisite of FIRET-125, 126, 127, 128 (Chief Fire Officer Series).	K. Klar
Executive Chief Fire Officer 4B: Community and Government Relations for Executive Chief Fire Officers	New prerequisite of FIRET-125, 126, 127, 128 (Chief Fire Officer Series).	K. Klar
Executive Chief Fire Officer 4C: Administration for Executive Chief Fire Officers	New prerequisite of FIRET-125, 126, 127, 128 (Chief Fire Officer Series).	K. Klar

Executive Chief Fire Officer 4D: Emergency Services Delivery for Executive Chief Fire Officers	New prerequisite of FIRET-125, 126, 127, 128 (Chief Fire Officer Series).	K. Klar
Executive Chief Fire Officer 4E: Health and Safety for Executive Chief Fire Officers	New prerequisite of FIRET-125, 126, 127, 128 (Chief Fire Officer Series).	K. Klar
Introduction to Public Health	New recommended preparation of eligibility for ENGL-101/101H, (C-ID Requirement).	P. Haley

NEW DISTANCE LEARNING ADDENDUMS – CONSENT CALENDAR

The following is a summary of new Distance Learning Addendums (DLA's) that were reviewed in technical review sessions and recommended for approval as part of the Consent Calendar of this agenda. The authors of the following new DLA's are not required to attend this meeting.

Subject & Number	Title	Type of Delivery	Author
ECE-121	Principles and Practice of Teaching Young Children	100% online & Hybrid options.	C. Stephens
ECE-125	Introduction to Curriculum for Young Children	100% online & Hybrid options.	C. Stephens
ECE-127	Health, Safety, Nutrition for Children	100% online & Hybrid options.	C. Stephens
ECE-129	Observation and Assessment	100% online & Hybrid options.	C. Stephens
ECE-130	Infant/Toddler Development and Curriculum	100% online & Hybrid options.	C. Stephens
ECE-165	Teaching Children in a Diverse Society	100% online & Hybrid options.	C. Stephens
ECE-220	Adult Supervision and the Mentor Process in Early Care and Education	100% online & Hybrid options.	C. Stephens
HLHSCI-140	Introduction to Public Health	100% online only.	P. Haley
SURV-106	Boundary Control and Legal Principles II	100% online & Hybrid options.	R. Blasberg
SURV-107	Construction Surveying	Hybrid only.	R. Blasberg

-Motion to approve all items on the 11/16/2017 Consent Calendar; Motion by Mary Bates, second by Rhonda Hyatt. All in favor: Unanimous.

Discussion Items:

• Chair Report

-Electronic Technical review sessions seem to be going very well. Should we no longer hold face to face meetings, or would some committee members still prefer to meet in person? We will have at least two committee members, plus the faculty chair, review proposals if we move to 100% electronic technical review sessions.

-Guided pathways. Should we put a moratorium on new courses until the college has a more concrete plan for this initiative? Pathways

should help to expose "gaps" and/or "needs". Multiple Measures for English Placement coming Fall 2018. AB 705 requires CC's to offer One Level below college-level Math & English courses.

-eLumen challenges. COR (when printed in its entirety) is unnecessarily long, in the reverse order of what we are accustomed to, and the font is SMALL. iPads helps manage the length and the font size; try not to print if you can avoid it.

• Articulation Report

-eLumen. Objectives are no longer being randomly reordered in course revision workflows in eLumen. Issue with proposals from all Schools showing up in the review inboxes for Deans and Curriculum Committee School Reps has been solved. This was the issue that needed to be fixed before eLumen can move forward with setting up the email notifications to reviewers. The "Department Coordinator" Role in eLumen will be renamed to "Department Chair" soon. The Department Coordinator role will apply more to the SLO assessment side of eLumen.

-2017 Five year revision list. We are in pretty good shape, considering the challenges we had with eLumen. There are still have a handful of courses that have not been started yet. Please reach out to faculty in your Schools if they have not yet started their revisions ASAP. Patrick will start reaching out to Department Chairs and Deans if they have proposals waiting for review in their inboxes.

New Courses - Includes ISA's	7	Modified Non Credit Courses	1	Modified Prerequisites	-0-
New Programs	3	New DLA's	10	Deleted Courses	-0-
Modified Courses	-0-	New SLO's	10	Deleted Programs	-0-
Modified Programs	1	Modified SLO's	1	Proposals Reviewed in Technical Review Session	10
New Non Credit Courses	-0-	New Prerequisites	7	Proposals Returned from Technical Review Session	3

CURRICULUM COMMITTEE SUMMARY

November 30th, 2017   **3:00 pm – 5:00 pm**   **Bonelli Hall 330**

Curriculum Committee Members

Members Present: Patrick Backes – Curriculum & Articulation Coordinator (Non-voting); Mary Bates – Mathematics, Science and Health Professions; David Brill – Visual and Performing Arts; Tricia George – Humanities; Lee Hilliard – Applied Technologies; Lisa Hooper – Faculty Co-Chair; Julie Hovden – Enrollment Services; Rhonda Hyatt – Kinesiology, Physical Education & Athletics; Susan Ling – At large member; Saburo Matsumoto – At large member; Cindy Stephens – At large member; Omar Torres – Administrative Co-Chair; Robert Wonser – Social and Behavioral Sciences (Substitute for Anne Marenco); Lori Young – Business

Members Absent: Erin Barnthouse – Learning Resources; Steve Erwin – Admissions and Records; Hervé Guillard – Adjunct Representative

NEW COURSE PROPOSALS – DISCUSSION OF NEED				
The following new course proposals will be discussed at this meeting with the authors of the proposals to determine the need of adding the course to our curriculum. The course outlines will not be reviewed at this meeting.				
Subject & Number	**Title**	**Rationale for New Course Proposal**	**Author**	**Effective**
CONST-010 & 012	Plumbing Technology I & II	Career Pathways series of courses.	E. Arnold	TBA
CONST-020 & 022	Electrical Technology I & II	Career Pathways series of courses.	E. Arnold	TBA

-Motion to adopt the need for and conduct a full review of CONST-010, 012, 020, and 022; Motion by Cindy Stephens, second by Saburo Matsumoto. All in favor: Unanimous. Lee Hilliard abstained from voting and Tricia George was not present during the discussion and voting.

NEW COURSE PROPOSALS – FINAL READ				
This course outline was reviewed through a technical review process and will now be reviewed by curriculum committee. The author is not required to attend this meeting to represent these new course proposals.				
Subject & Number	**Title**	**Description of Action**	**Author**	**Effective**
BIOSCI-106H	Organismal & Environmental Biology – Honors	4 units, 54 hours lecture, 54 hours lab, **new SLO's (2), new prerequisite of**	J. Chari	TBD

		MATH-070 (C-ID requirement). *This is a repackaging of an existing course into an honors version, no discussion of need was needed for this new course proposal. BIOSCI-106H will be added to all current programs as an option to BIOSCI-106 were applicable.*		

-Motion to approve BIOSCI-106H; Motion by Julie Hovden, second by Rhonda Hyatt. All in favor: Unanimous.

TECHNICAL CHANGES – CONSENT CALENDAR

The following items are being approved as technical changes and will not be reviewed during this committee meeting. The authors of the following items are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
ARCHT-120	Design I – Elements of Architectural Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ARCHT-160	2-D CAD for Architecture and Interior Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ARCHT-190	Design II – Space Planning	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ARCHT-200B	Design III – Environmental Design Lab	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ARCHT-220	Advanced 2-D CAD for Architecture and Interior Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ARCHT-240	Architectural Design Portfolio	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ARCHT-260	3-D CAD for Modeling/Animation	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ARCHT-270	Advanced 3-D CAD and Building Information Modeling (BIM)	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018

ARCHT-280	Design IV – Advanced Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018

AUTO-094	**Automotive Heating and Air Conditioning**	**Adding DLA, Hybrid option only.**	G. Sornborger	**Fall 2018**
AUTO-101	Automotive Engine Fundamentals	**Adding DLA, Hybrid option only.**	G. Sornborger	Fall 2018
AUTO-102	Engine Performance I	**Adding DLA, Hybrid option only.**	G. Sornborger	Fall 2018
AUTO-104	Steering, Suspension and Alignment	**Adding DLA, Hybrid option only.**	G. Sornborger	Fall 2018
AUTO-105	Automatic Transmissions	**Adding DLA, Hybrid option only.**	G. Sornborger	Fall 2018
AUTO-106	Manual Transmissions, Transaxles and Drivetrains	**Adding DLA, Hybrid option only.**	G. Sornborger	Fall 2018
AUTO-109	Automotive Brake Systems	**Adding DLA, Hybrid option only.**	G. Sornborger	Fall 2018
ID-093	Home Staging and Applications	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-106	Trade Resources for TV, Film, and Theatre	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-111	Kitchen and Bath Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-190	Design II – Design Process	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-207	Residential Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-211	Advanced Kitchen and Bath Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-217	Advanced Interior Design Studio	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-219	Interior Design Portfolio	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
ID-295	Professional Practices for Interior Design	**Adding DLA, 100% online & Hybrid options.**	J. Oliver	Fall 2018
SURV-107	Construction Surveying	**Changing prerequisite from SURV-101 to SURV-102. Adding MATH-102 as recommended preparation.**	R. Blasberg	Fall 2018
SURV-110	Computer Aided Drafting for Surveyors	**Adding DLA, 100% online & Hybrid options.**	R. Blasberg	Fall 2018

MODIFIED COURSES – CONSENT CALENDAR

The following modified courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, in a technical review session held on November 20th by the following curriculum committee members: Lisa Hooper, Julie Hovden and Susan Ling. These courses will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
KPEA-102	Running for Fitness	Revised description, objectives & content, **revised SLO.**	C. Cota	Fall 2018
KPEI-245A	Intercollegiate Baseball	Revised objectives and content.	C. Cota	Fall 2018
KPEI-245B	Off-Season Baseball Training	Revised description, objectives & content, **revised SLO.**	C. Cota	Fall 2018
KPEI-250A	Intercollegiate Basketball I	Revised objectives & content, **revised SLO.**	H. Fisher	Fall 2018
KPEI-250B	Intercollegiate Basketball II	Revised objectives and content.	H. Fisher	Fall 2018
KPEI-255A	Intercollegiate Cross-Country	**Increased units to 3 (formerly 2 units).** Revised objectives and content.	L. .Kane	Fall 2018
KPEI-255B	Off-Season Cross-Country Training	Revised description, objectives & content.	L. .Kane	Fall 2018

NEW AND MODIFIED INSTRUCTIONAL SERVICE AGREEMENT (ISA) COURSES – CONSENT CALENDAR

The following new courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, in a technical review session. These courses will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
FIRET-025	Incident Management of Major Fires	2 units, 40 hours lecture, **new SLO. New prerequisite of FIRET-021.**	K. Klar	TBD
FIRET-028	Incident Management of the Firefighter Emergency	1.5 units, 28 hours lecture, **new SLO. New prerequisite of FIRET-**	K. Klar	TBD

		020 and FIRET-013 or FIRET-123		
FIRET-047A	Fire Inspector 1A – Duties and Administration	1 unit, 24 hours lecture, **new SLO**	K. Klar	TBD

FIRET-047B	**Fire Inspector 1B – Fire and Life Safety**	**1 unit, 24 hours lecture, new SLO**	K. Klar	TBD
FIRET-047C	Fire Inspector 1C – Field Inspection	1 unit, 24 hours lecture, **new SLO**	K. Klar	TBD
FIRET-047D	Fire Inspector 1D – Field Inspection California Specific	0.5 units, 16 hours lecture, **new SLO**	K. Klar	TBD
FIRET-048A	Fire Inspector 2A – Fire Prevention Administration	0.5 units, 16 hours lecture, **new SLO, New prerequisite of FIRET-047A, 047B, 047C, 047D (Fire Inspector 1 series)**	K. Klar	TBD
FIRET-048B	Fire Inspector 2B – Fire and Life Safety Requirements	1 unit, 24 hours lecture, **new SLO, New prerequisite of FIRET-048A**	K. Klar	TBD
FIRET-048C	Fire Inspector 2C – Inspecting New and Existing Fire and Life Safety Systems and Equipment	0.5 units, 16 hours lecture, **new SLO, New prerequisite of FIRET-048A**	K. Klar	TBD
FIRET-048D	Fire Inspector 2D – Hazardous Materials, Operations, and Processes	1.5 units, 32 hours lecture, **new SLO, New prerequisite of FIRET-048A**	K. Klar	TBD
FIRET-069	Driver Enrichment Training	0.25 units, 8 hours lecture, **new SLO. New prerequisite of completion of a regional firefighter I Academy or evidence of necessary prerequisite skills.**	K. Klar	TBD

NEW/MODIFIED PREREQUISITES – CONSENT CALENDAR

The following is a summary of new prerequisites that was reviewed in a technical review session and recommended for approval as part of the Consent Calendar of this agenda. The authors of the following new and modified prerequisites are not required to attend this meeting.

Subject & Number	Title	Suggested Enrollment Limitation	Author
BIOSCI-106H	Organismal & Environmental Biology – Honors	New prerequisite of MATH-070 (C-ID requirement).	J. Chari
FIRET-025	Incident Management of Major Fires	New prerequisite of FIRET-021.	K. Klar
FIRET-028	Incident Management of the Firefighter Emergency	New prerequisite of FIRET-020 and FIRET-013 or FIRET-123.	K. Klar
FIRET-048A	Fire Inspector 2A – Fire Prevention Administration	New prerequisite of FIRET-047A, 047B, 047C, 047D (Fire Inspector 1 series).	K. Klar

FIRET-048B	**Fire Inspector 2B – Fire and Life Safety Requirements**	**New prerequisite of FIRET-048A.**	**K. Klar**
FIRET-048C	Fire Inspector 2C – Inspecting New and Existing Fire and Life Safety Systems and Equipment	New prerequisite of FIRET-048A.	K. Klar
FIRET-048D	Fire Inspector 2D – Hazardous Materials, Operations, and Processes	New prerequisite of FIRET-048A.	K. Klar
FIRET-069	Driver Enrichment Training	New prerequisite of completion of a regional firefighter I Academy or evidence of necessary prerequisite skills.	K. Klar
SURV-107	Construction Surveying	Changing prerequisite from SURV-101 to SURV-102. Adding MATH-102 as recommended preparation.	R. Blasberg

NEW DISTANCE LEARNING ADDENDUMS – CONSENT CALENDAR

The following is a summary of new Distance Learning Addendums (DLA's) that were reviewed in technical review sessions and recommended for approval as part of the Consent Calendar of this agenda. The authors of the following new DLA's are not required to attend this meeting.

Subject & Number	Title	Type of Delivery	Author
ARCHT-120	Design I – Elements of Architectural Design	100% online & Hybrid options.	J. Oliver
ARCHT-160	2-D CAD for Architecture and Interior Design	100% online & Hybrid options.	J. Oliver
ARCHT-190	Design II – Space Planning	100% online & Hybrid options.	J. Oliver
ARCHT-200B	Design III – Environmental Design Lab	100% online & Hybrid options.	J. Oliver
ARCHT-220	Advanced 2-D CAD for Architecture and Interior Design	100% online & Hybrid options.	J. Oliver
ARCHT-240	Architectural Design Portfolio	100% online & Hybrid options.	J. Oliver
ARCHT-260	3-D CAD for Modeling/Animation	100% online & Hybrid options.	J. Oliver
ARCHT-270	Advanced 3-D CAD and Building Information Modeling (BIM)	100% online & Hybrid options.	J. Oliver
ARCHT-280	Design IV – Advanced Design	100% online & Hybrid options.	J. Oliver

Subject & Number	Title	Type of Delivery	Author
AUTO-094	**Automotive Heating and Air Conditioning**	**Hybrid option only.**	G. Sornborger
AUTO-101	Automotive Engine Fundamentals	Hybrid option only.	G. Sornborger
AUTO-102	Engine Performance I	Hybrid option only.	G. Sornborger
AUTO-104	Steering, Suspension and Alignment	Hybrid option only.	G. Sornborger
AUTO-105	Automatic Transmissions	Hybrid option only.	G. Sornborger
AUTO-106	Manual Transmissions, Transaxles and Drivetrains	Hybrid option only.	G. Sornborger
AUTO-109	Automotive Brake Systems	Hybrid option only.	G. Sornborger
ID-093	Home Staging and Applications	100% online & Hybrid options.	J. Oliver

ID-106	Trade Resources for TV, Film, and Theatre	100% online & Hybrid options.	J. Oliver
ID-111	Kitchen and Bath Design	100% online & Hybrid options.	J. Oliver
ID-190	Design II – Design Process	100% online & Hybrid options.	J. Oliver
ID-207	Residential Design	100% online & Hybrid options.	J. Oliver
ID-211	Advanced Kitchen and Bath Design	100% online & Hybrid options.	J. Oliver
ID-217	Advanced Interior Design Studio	100% online & Hybrid options.	J. Oliver
ID-219	Interior Design Portfolio	100% online & Hybrid options.	J. Oliver
ID-295	Professional Practices for Interior Design	100% online & Hybrid options.	J. Oliver
SURV-110	Computer Aided Drafting for Surveyors	100% online & Hybrid options.	R. Blasberg

-Motion to approve all items on the 11/30/2017 Consent Calendar; Motion by Mary Bates, second Julie Hovden. All in favor: Unanimous.

Pre-Approved Professional Development Activities

The following activities have been approved for professional development. These activities do not require review by the committee, but still require a proposal so the activity hours will show up in ~~your mylearningplan~~ the current professional development management system.

Documented activities and hours will be added to ~~mylearningplan~~ the current professional development management system shortly after required proposal and/or information has been submitted.

Questions?		
Director	*Co-Chair*	*Co-Chair*
Leslie Carr	Teresa Ciardi	Mehgen Andrade
Leslie.Carr@canyons.edu	Teresa.Ciardi@canyons.edu	Mehgen.ANdrade@canyons.edu

Proposal due dates, as outlined in the Guidelines and Operating Procedures, apply to all pre-approved activities including activities for which a proposal is not required.

Information/Documentation shall be submitted no later than 10 contract days after completion of the activity.

Professional Development Activity	Information Needed From Organizer/Facilitator	Documentation Needed From Participant
Film Series with Discussion (2 hours per film)	1. *Workshop Proposal* with Title of Film(s) in Series, Facilitator(s), Date(s), Time(s), & Location(s) 2. Sign in sheet with participant signatures (submit after each film)	
Board of Trustees Meeting with Discussion (3 hours)	1. Facilitator(s) 2. Sign in sheet with participant signatures (submit after meeting and discussion has occurred)	
District Approved Online Trainings (Such as Kognito, @One, Keenan, and Professional Learning Network) **(must total to at least 30 minutes)**		1. *Non-COC Training Proposal* 2. Title of Training 3. Certificate(s) of Completion showing number of hours **(must total to at least 30 minutes)**
Training/Orientation for Nursing Staff at Hospital		1. *Non-COC Training Proposal* 2. Name of Hospital 3. Participant(s) 4. Date 5. Hours it took for training

| Workshops on Curriculum | 1. *Workshop Proposal*
2. Sign in sheet with participant signatures (submit after workshop has occurred) | |

Professional Development Activity	Information Needed From Organizer/Facilitator	Documentation Needed From Participant
On Campus Speakers	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Getty Lectures (2 hours per lecture)		1. *Non-COC Training Proposal* 2. Title of Lecture 3. Flyer or e-ticket documenting date and time
Webinars **(must total to at least 30 minutes)**		1. *Non-COC Training Proposal* 2. Title(s) of Webinar(s) 3. Registration or Certificate of Completion showing number of hours ***(must total to at least 30 minutes)***
SLO Workshops/Trainings	3. *Workshop Proposal* 4. Sign in sheet with participant signatures (submit after workshop has occurred)	
Faculty Evaluations (3 hours per evaluation - Evaluator) (2 hours per evaluation - Evaluatee)		1. Names of faculty Evaluator & Evaluatee, and semester evaluation occurred. ***(Includes <u>all</u> Evaluators and Evaluatees)***
Mind, Body, Wellness Events on Campus	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Books & Ideas Workshops	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Program Review Workshops	1. *Workshop Proposal*	

	2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Civic Engagement Events by COC	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Honors Program Workshops	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Professional Development Activity	**Information Needed From Organizer/Facilitator**	**Documentation Needed From Participant**
Sociology Lecture Series	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after lecture has occurred)	
Political Science Lecture Series	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after lecture has occurred)	
Cultural Diversity Events	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Hazard Safety Training	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
CCC Star Party (2.5 hours)	1. Sign in sheet with participant signatures (submit after event has occurred)	
Friday with The Professors (3 hours)		1. Title of Lecture 2. Date of presentation
Parenting Workshops	1. *Workshop Proposal* 2. Sign in sheet with participant signatures (submit after workshop has occurred)	
Caretaker Workshops	1. *Non-COC Training Proposal* 2. Sign in sheet with participant signatures (submit after training has occurred)	

Department/Program Meetings & CWEE	1. Facilitator(s) 2. Sign in sheet with participant signatures (submit after meeting has occurred)	
EEO Training for Hiring Committees (1 hour)		1. Position for which training was required (i.e., Full-time Faculty) 2. Date of training
Nursing Accreditation Process	1. One *Collaboration Proposal* for Group, listing all who will be participating	1. Individual final report from each person describing contribution to the process, documentation of hours, and professional growth
Professional Development Activity	**Information Needed From Organizer/Facilitator**	**Documentation Needed From Participant**
Toastmasters Events		1. *Non-COC Training Proposal* which includes list of events and hours for each event 2. Documentation of event, such as active link or hard copy of flyer
One-to-One Classroom Observations for the Purpose of Sharing Teaching Techniques (by mutual agreement) (2 hours)	1. *Collaboration Proposal* – with both participants listed	1. Documentation of date & time of observation, date & time of discussion, and number of hours
Individual Computer Training		1. Documentation of hours and training that occurred 2. Names of Trainer and Trainee

January 29, 2018

Monday

January 2018
SuMo TuWe Th Fr Sa
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28 29 30 31

February 2018
SuMo TuWe Th Fr Sa
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4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28

MONDAY

29

7 AM

8 — EXPLORE AT CANYON COUNTRY CAMPUS DAY

Welcome Back Breakfast
Teresa Ciardi

9 — **Generations in the Classroom**
Greg Shrout

10 — **Canvas Open Lab**
Chloe McGinley, Brian Weston, Kaitlynn Furlong

Chocolate From Around the World
Teresa Ciardi

11 — **eLUMEN SLO Training**
Cindy Stephens, Erin Delaney

Understanding and Engaging with the Canyon Country Campus
Ryan Theule

12 PM — **Conversations on Canyons Completes**
Rebecca Eikey

Lunch

1 — **Education is Life Itself: Connecting Classroom with Community through Community-Based Learning**
Patty Robinson

eLUMEN Curriculum Training
Lisa Hooper

Emergency Preparedness
Incident Command Team (Mike Joslin)

2

3

4

5

January 30, 2018

Tuesday

January 2018
SuMo TuWe Th Fr Sa
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28 29 30 31

February 2018
SuMo TuWe Th Fr Sa
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11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28

	TUESDAY
	30

7 AM

DIVERSITY & INCLUSION DAY

8

Food Insecurity on College Campuses
Greg Shrout

9

Microsoft Access - Part 1 of 2
Victor Jadaon, Melanie Lipman HSLH 303

Title V Speaker: Identify Challenges & Skills in Creating an Inclusive Campus Climate
Dr. Tyrone Howard - UCEN 258

10

Students with Autism Spectrum Disorders (ASD): The Tools You Need to Successfully Work with Students in Your Classroom
Mike Joslin, Jane Feuerhelm, Christi Franklin

11

12 PM

Club Advisors Training
Jess Love - STCN 129

Conversations on Canyons Completes
Rebecca Eikey

1

Deliberative Dialogue "Train the Trainer" Workshop
Patty Robinson & the Civic Engagement Steering Committee UCEN 258

Stolen Education Film & Discussion
Tammy Bathke, Juan Buriel

2

3

Faculty Hiring
Diane Fiero

4

Emergency Preparedness
Incident Command Team (Mike Joslin)

5

January 31, 2018

Wednesday

WEDNESDAY

31

7 AM

8 **TECHNOLOGY DAY**

9 **Microsoft Access - Part 2 of 2**
Victor Jadaon, Melanie Lipman
HSLH 303

10

Canvas Assessment Tools
Chloe McGinley, Brian Weston, Kaitlynn Furlong

Counselors Do What?
Aivee Ortega, Kerry Brown, Connie Perez

eLUMEN Curriculum Training
Lisa Hooper

11

12 PM **Conversations on Canyons Completes**
Rebecca Eikey

Google Stuff That Our Students Use

1 **Canvas Tools to Increase Student Success**
Brian Weston, Chloe McGinley, Kaitlynn Furlong

Students with Autism Spectrum Disorders (ASD): The Tools You Need to Successfully Work with Students in Your Classroom
Mike Joslin, Jane Feuerhelm, Christi Franklin

2

Effective Meetings
Diane Fiero, Jim Temple, Jasmine Ruys

Online Tutoring
Jeremy Goodman, Erin Delaney

3 **eLUMEN SLO Training**
Cindy Stephens, Erin Delaney

Coffee on the Side: Surviving a Catastrophe from a Nuclear Attack or Natural Disaster
Brittany Applen, Sarah Etheridge, David Michaels

4

5

February 1, 2018

Thursday

February 2018
SuMo TuWe Th Fr Sa
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March 2018
SuMo TuWe Th Fr Sa
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25 26 27 28 29 30 31

THURSDAY	
1	

7 AM

8 — **LEADERSHIP DAY**

Dr. Van Hook's workshop
UCEN 258

9

10

Faculty Leadership by Faculty
Rebecca Eikey, Wendy Brill-Wynkoop

11

12 PM — **Minimum Quals and Equivalencies, Oh My!**
Aivee Ortega, James Gilmore, Rian Medlin

Conversations on Canyons Completes
Rebecca Eikey

1

Department Retreats

2

3

HOLD for Board of Trustees Workshop

4

5

February 2, 2018
Friday

February 2018	March 2018
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4 5 6 7 8 9 10	4 5 6 7 8 9 10
11 12 13 14 15 16 17	11 12 13 14 15 16 17
18 19 20 21 22 23 24	18 19 20 21 22 23 24
25 26 27 28	25 26 27 28 29 30 31

FRIDAY

2

7 AM

8

Academic Affairs Spring Convocation
Jerry Buckley

First Aid/CPR
Chad Peters

9

10

11

12 PM

1

2

Canvas Open Lab
Chloe McGinley, Brian Weston, Kaitlynn Furlong

3

4

5

HUMAN RESOURCES OFFICE

Date: September 13, 2017

To: Rebecca Eikey
               President, Academic Senate

From: Linda Clark
               Senior Human Resources Generalist (Faculty)

CC: Rian Medlin, Director, Human Resources
               Lita Wangen, Administrative Assistant to the Academic Senate

Subject: Discipline Assignment for Gina Bogna

Name: Gina Bogna

Position: Dean, Career Services and Special Programs

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Gina Bogna meets the minimum qualifications with:

- MS in Administration, California State University Bakersfield
- Over nine (9) years of administrative experience Interim Director, Community and Continuing Education (2007-2009), Director, Job Development (2009-2012), Director, Internship and Job Development (2012-2015) and Assistant Dean, Internship, Job and Career Center (2015-2017).

Discipline Assignment: Office Technologies

The minimum qualifications for Office Technologies are the following:

- Possession of an unexpired California Community College Instructor Credential in Office Technologies
  OR

- ✓ Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;
  OR

- Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.

Gina Bogna meets the minimum qualifications with:

- MS in Administration, California State University Bakersfield
- BS in Organization Management, University of LaVerne
- Director, Job Development (2009-2012), Director, Internship and Job Development (2012-2015) and Assistant Dean, Internship, Job and Career Center (2015-2017).

ACADEMIC SENATE

STANDING RULE

For

AUTHORIZATION, MAINTENANCE and DESTRUCTION of AUDIO RECORDINGS

I. AUTHORITY

The Academic Senate may audio record its meetings for the purpose of maintaining accurate minutes and transcripts of Senate business. The adoption of this standing rule shall serve as consent of all meeting attendees to such audio recordings and for all meetings of the Academic Senate. Any voting member of the Academic Senate may move to have the audio recording of any particular meeting suspended. Such motion may be made at any time while the Senate conducts its business. Suspension of the audio recording of any particular meeting requires a majority vote of the Academic Senate.

II.   MAINTENANCE AND DESTRUCTION OF RECORDINGS

A. The President of the Academic Senate, and her or his staff, shall ensure that all audio recordings are adequately secured and maintained. No reproductions of the audio recordings of any kind are allowed without prior approval of a majority of the Academic Senate.

B. The President of the Academic Senate, and her or his staff, shall ensure that all audio recordings are adequately, and permanently destroyed following the last meeting of the Academic Senate of each fall and spring semester.

C. The audio recording of the final meeting of each semester shall not be destroyed until the minutes of that recorded meeting have been approved during the following, subsequent semester. Destruction of that particular audio recording shall occur at the end of that semester in which the minutes were approved.

D. This standing rule also applies to any visual recording conducted by the Academic Senate.

III. RIGHTS OF MEETING ATTENDEES

Nothing in this standing rule is intended to limit or restrict any individual rights authorized by the laws of the State of California to record the open, public meetings of the Academic Senate.

PROGRAM VIABILITY COMMITTEE

November 9, 2017

TO: Rebecca Eikey
             President, Academic Senate
FROM: Lisa Hooper
             Chair, Program Viability
SUBJ: Splitting/Merging of Earth, Space, and Environmental Science Department

The Program Viability Committee received three proposals regarding the splitting and/or merging of the Earth, Space, and Environmental Science (ESES) department. Proposal A recommended the merging of the discipline of Environmental Science with the department of Biology. The evidence presented was persuasive that this merge would serve students as well as the current configuration of departments, and perhaps better going forward. Environmental Science and Biology share many of the same human and physical resources. With the introduction of the new Associate Degree for Transfer in Environmental Studies, the demands for these resources will likely increase and having these disciplines in the same department should make collaboration easier. Furthermore, all full-time faculty in the ESES department are in support of Environmental Science merging with Biology, as is the current chair of the Biology department. Therefore, pending evidence that the Biology faculty are also in support of this merger, via department minutes or the like, the Program Viability recommends the merging of Environmental Science with Biology.

Proposal B recommended the merging of Environmental Science with Biology, and the remaining disciplines split to form four (4) new departments as follows: Astronomy, Geography & GIS, Geology & Oceanography, and Physical Science. Evidence was provided regarding growth of the disciplines within ESES since its inception in 2010. Some of the disciplines have grown as much as 70% in that span, making the current FTES generated by those disciplines comparable to some other departments on campus. The proposal also substantiated the administrative workload associated with ESES has grown considerably such that a different department configuration could help serve students better.

Proposal C recommended the merging of Astronomy & Physical Science into a department separate from ESES. The rationale for this proposal was much the same as the rationale provided in Proposal B: growth and the associated administrative workload. The proposal stated that Astronomy and Physical Science share the same human and physical resources so combining them into one department makes sense. While not mentioned in this proposal, when asked, the author did state support for the merging of Environmental Science with Biology.

The Program Viability committee does see evidence that the splitting of the ESES department into smaller departments could serve students better than the current configuration. However, the committee felt neither proposal addressed all the factors necessary for to make a recommendation with confidence. Some outstanding questions include: why were two proposals drafted rather than one proposal, possibly with a few different department configurations, stating pro's and con's for each? It was recommended that Environmental Science merge with Biology – were other departments considered for merger when generating these proposals? Physics and Astronomy are considered the

same discipline, pedagogically – could Astronomy have merged with the Physics & Engineering department? Physical Science is interdisciplinary, encompassing Physics, Chemistry, and Earth Science – could Physical Science have merged with the Physics & Engineering department or with Chemistry department?

Without a cohesive proposal, outlining all the curricular, human resource, and physical resource considerations, we find it difficult to determine which departmental configuration would best serve students, while making sense pedagogically, and with a manageable administrative workload. Therefore, beyond the recommendation to merge Environmental Science with Biology (pending evidence of support from the Biology faculty), we recommend no further merging or splitting of the remaining ESES disciplines at this time.

ACADEMIC PROGRAM REVIEW COMMITTEE

Q&A for the Academic Program Review Peer Review Process

1. Who will the peers be?
   a. Peers that participate in the Program Review peer review process should be trained faculty volunteers. This group may include department chairs, former department chairs, and members of the Program Review Committee, and others who may be interested. There would be an effort to match CTE programs with CTE faculty peers, especially in years that the CTE addendum is due. At least one peer should be from outside of the department's division or discipline-area to provide more of a campus-wide perspective.
2. How many program reviews would each person be responsible for?
   a. Each committee member would be responsible for at least two peer reviews per year
3. How often will the peer review process take place?
   a. All of the programs would be split over three years so that only 1/3 of the programs are being peer reviewed in any one year. A random draw at the start of each three year cycle will determine which programs are reviewed for each year of the cycle.
4. How will the peer reviewers be compensated?
   a. FLEX (2-3 hours per peer review), to be institutionalized as preapproved professional development
5. Would one person read an entire program review for a department or would there be "teams" that each specialize in a different section? SLO section? CTE addendum? Data table?
   a. One person would peer review the whole program review to get the whole picture and would not be split up in sections to accommodate the reviewer's expertise. However the peer review of a CTE program review should be assigned to another CTE faculty.
6. When in the program review process will peers be involved?
   a. The peer review process should occur before the submission of the program review to Level 2. The peer review process should be completed by the end of November.
7. Would the process be different for single-person departments than it is for large departments?
   a. No difference unless the department does multiple program reviews. In that instance perhaps each program review would be looked at separately.
8. Will the feedback from peers be formative or summative? Is the role of the peer review process to help or to evaluate?
   a. Will provide formative feedback
   b. Role of the peer review is to help and improve
9. Will there be written comments? Is there a rubric to help guide written peer review feedback and comments? Are Deans or other admin involved in the peer review process?
   a. A checklist/rubric and overall summary report will be used to document the peer review process and provide feedback.
   b. These comments and written feedback should be provided before submission of the program review to level two.

      c.   These written comments would stay with the author of the program review and will not be forwarded to higher levels during the program review cycle. Peer Review is restricted to level one users.

10. What is the role of the peer validation process for budget requests? Will peers provide feedback regarding justifications and evidence for budget requests? Will peers provide any recommendations?

    a.   Peer reviewers should provide feedback on budget requests. They should look at if requests are tied to the program's goals, student learning outcomes, facilities/available space, or are pie in the sky.

11. What happens if a peer reviewer finds that there is not enough information provided in a Program Review? Is it sent back?

    a.   Comments would be provided in a checklist that corresponds to each section of the program review. The checklist will note per section if there is adequate/inadequate information provided or go into more detail in a comment box. The program/department chair can then make changes based on these comments if they wish before submitting the program review to level 2.

12. Are peer review comments/feedback forwarded along with the program review to level 2 and 3?

    a.   No, but the completed peer review checklists should be centrally stored for accreditation purposes

13. Who makes the final decision as to whether a Program Review is acceptable?

    a.   The department chair/program chair always makes that final decision. It is not the role of the peer review process to say something is unacceptable or prevent a program review from being submitted. The peer review process provides feedback and recommendation only.

14. At what point do Program Reviews become visible to the rest of campus? How? Are the posted online?

    a.   As per current practice program reviews will be available to the whole campus after level three of program review has been completed

    b.   Completed program review will be posted on the program review website.

15. What is the training process for program review? Who? What format?

    a.   Co-Chairs of the committee and volunteers from the committee would lead flex training sessions on best practices in completing program, process, budget/enrollment data terminology, and the latest changes to the program review module.

    b.   Training will be done on a roadshow to school or department chair meetings

16. What is the training process for peer reviewers?

    a.   Committee will train as a whole by piloting the peer review process on select programs and to establish common standards

Academic Program Review Peer Review Checklist/Rubric (Year 1)

COLLEGE OF THE CANYONS

Name of Faculty Peer Reviewer: _____

Program:	Department Chair:	Dean:	Date:

Program Review Element	Element Included Yes/No	Revisit Element Yes/No	Comments
GENERAL			
Program Mission Statement: Is included and describes program in question clearly and all populations served by program are represented			
Alignment: Description provided of how the program aligns with the College's mission			
Program Goals: Are included and appear sufficient			
Program Description: Titles and description match program outline in eLumen			
Program Student Learning Outcome: PSLO's included and measurable for each program			
STUDENT LEARNING OUTCOMES			
SLO Reflection: Response to SLO prompt included and match adopted SLOs in eLumen and demonstrates thoughtful reflection on SLO results and impact on program			
INTERNAL FACTORS			
Data Sources: Descriptions and sources provided for outside data (if used)			

Program Review Element	Element Included Yes/No	Revisit Element Yes/No	Comments
Program/Department Changes: Noted and impact on program discussed			
Data Trends: Department trends (growth/decline in students, instructional load, student achievement/success are discussed and compared to the whole college			
Use of Data: Evidence provided of how the department/program is using and incorporating results (data) from assessments in decision making and to improve program quality or meet internal/external demands			
Enrollment Management Analysis: The following data trends are discussed to evaluate programs enrollment data and class scheduling (times of days and offering cycle):			

Enrollment Data Element:	Included Y/N
- Class size	
- Section count	
- Head Count	
- FTES	
- Program Awards	
- Retention	
- Success	
- Majors and Transfers	

Facility Needs: Facility needs are identified and connected to enrollment trends, SLO's, curricular changes, and Educational and Facilities Master Plan for the following sites:			

Instructional Site:	Included Y/N
- Valencia Campus	
- Canyon Country Campus	

Program Review Element		Element Included Yes/No	Revisit Element Yes/No	Comments
- Other Instructional Sites				
Support Staff and Faculty Position Requests: Requests are supported by reasons, data, program objectives, and other evidence. (See Academic and Classified Staffing Forms)				
Equipment Replacement and Scheduled Maintenance: Needs identified and are on Chancellor office equipment replacement list				
Connections to Other Programs: Joint initiatives and connections with other programs noted/checked off				
Technology: Needs identified for curriculum delivery including hardware and software				
EXTERNAL FACTORS				
Economic Trends: Are identified and discussed				
Similar nearby programs: Are described				
Regulations: Externally imposed regulations identified and implications discussed				
Relationships: External relationships/partners identified and implications discussed				
STRENGTHS / CHALLENGES / OBJECTIVES				
Strengths: Departmental strengths identified and explained				
Challenges: Departmental challenges and possible solutions identified				
Objectives: Previous objectives are reviewed and statuses updated				
Objectives: are S.M.A.R.T. (Specific, Measureable, Achievable, Relevant, Time-bound)				

Program Review Element	Element Included Yes/No	Revisit Element Yes/No	Comments
Objectives: Objectives included that directly relate to results of SLO assessment			
Accomplishments: Additional accomplishments included (optional)			
BUDGET MODULE			
Budget Request Connections: Relationship between objectives and budget requests is clear in budget module			
Budget Request Rationale: Comments in budget module clearly articulate a brief rationale (why) for request AND the details (what) of request			
CTE ADDENDUM (If Applicable)			
CTE Addendum: Complete with all six questions adequately addressed			
OTHER			
Faculty Participation: Full time and adjunct faculty consulted in program planning and review listed and include more than just the department chair.			
Consultation Process: Discussed and supporting documents uploaded.			

CTE Prompt:	Check Box:
- Labor Market Data	
- Data Sources	
- Similar Programs	
- Placement Rate	
- Advisory Committee	
- Perkins Forms	

Peer Review Summary Report:
1. What are the strengths of this program review? What did you like
2. What areas of this program review could be improved? Any recommendations?

ACADEMIC SENATE

STANDARD COMPONENTS FOR OPERATING PROCEDURES/BYLAWS OF SUB-COMMITTEES

A. STANDING COMMITTEES

The Academic Senate has established Standing Procedures for Appointments and Committee Creation in accordance with the Constitution and Bylaws of the Academic Senate. In furtherance of those procedures, and in accordance with Article VI(3) of the Academic Senate Constitution, the operating procedures and, or bylaws of all standing sub-committees of the Academic Senate shall be approved by a majority of the Academic Senate. The Academic Senate adopts the following essential features as content requirements for operating procedures/bylaws/charters of ~~all~~ standing sub-committees operating under the Academic Senate:

~~Committee Operating Procedures/Inventory Features~~

1. Name of committee & specification that it is a Standing Sub-Committee of the Academic Senate,

2. Connection to other committees or Board Policies and indicate the connection specifically to Academic Senate's 10+3 responsibilities (BP 7215),

3. Mission Statement of the Committee,

4. Duties and functions of the committee, including identification of how recommendations go to the Academic Senate (frequency and type),

5. Identification of designated Committee Chair(s) and length of term, (NOTE: *Academic Senate committees typically show composition by title, school and/or department, no individual names are listed*),

6. Committee Membership and information on joining/observing (NOTE: *Academic Senate committees typically show composition by title, school and/or department, no individual names are listed*),

7. Responsibilities of Committee Chair(s) and Committee Members, with voting rights of members specifically described,

8. Attendance Expectations (if applicable),

9. Meetings: description of frequency of meetings (can be open-ended or provide options, such as ongoing/monthly, annual, semi-annual, as needed) and length of meeting, and other descriptions of meetings as appropriate for the committee, such as "the first meeting of each academic year is a planning meeting,"

10. Program Review (if applicable),

11. Other information that is relevant to the duties and functions of the committee, including specific citations of Ed Code and/or Title 5.

B. AD HOC COMMITTES AND TASK FORCES
Ad Hoc Committees and Task Force groups are not required to maintain approved operating procedures or bylaws, but may develop such guidelines if it is determined to be necessary. At a minimum, the Academic Senate expects such groups to function according to some manner of recognized parliamentary order and organization. These groups possess the autonomy to determine their own functional guidelines, unless a majority of the Academic Senate determines otherwise.