



# College of the Canyons Academic Senate

September 14, 2017 3:00 p.m. to 4:50 p.m. BONH 330

## 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. Approval of the Consent Calendar

Academic Senate Summary, May 25, 2017 (pg.) and Academic Senate Retreat Summary August 24, 2017 (pg.)	Curriculum Committee Summary, September 7, 2017 (pg.)
<a href="#">2017-18 Tenure Committees</a>	<a href="#">2017-18 Academic Senate Subcommittees</a>
<a href="#">2017-18 Collegial Consultation Committees</a>	<a href="#">2017-18 Campus Wide Committees</a>
Pre-Approved PD Activities (pg. 42)	Professional Development Summaries for April 24 and May 22, 2017 (pg. 37 & 39)
Interim Department Chairs: Lori Young, Paralegal; Bob Maxwell, Business.	Department Chairs: Lee White, Photography; Larry Alvarez, Administration of Justice; Brittany Applen, American Sign Language
Adjunct Senators 2017-18: Noemi Beck-Wegner; Carly Perl; and Aaron Silverman	<a href="#">Program Review Committee Operating Procedures</a>

## B. Reports

1. Academic Senate President, Rebecca Eikay
2. Curriculum Committee & Program Viability Committee Report, Lisa Hooper
3. ASG Report

## C. Action Items

1. Proposed Calendar for Senate and Curriculum 2018-19 (pg.19)
2. Discipline Assignment for Harriett Happel (pg.20)
3. Discipline Assignments for New Faculty (pg. 22-36):

Dr. Chase Dimock, English	Dr. Catlin Newcomer, English
Dr. Hernan Ramirez, Sociology	Ali Naddafpour, Business Accounting
Heaven Warner, Business Accounting	Tara Williams, Chemistry
Marco Llaguno, Philosophy	Holly Hitt-Zuniga, Interior Design
Dr. Erik Altenbernd, History	Julianne Johnson, History
Dr. Rebekah Child, Nursing	Shannon Doronio, Graphic & Multimedia
Larry Alvarez, Administration of Justice	Alisha Kaminsky, Career Counselor
Nadia Monosov, Psychology	Gary Collis, Business/Business Law

**D. Discussion**

1. Guided Pathways, Rebecca Eikey  
Background reading [Rostrum Article September 2017](#)
2. Deliberative Dialog: Campus Culture & Safety, Patty Robinson
3. [Zero Cost Textbook Degree Grant Application, Jennifer Paris, ECE](#)
4. State of the Senate, Rebecca Eikey
  - a. [Academic Senate Survey](#)
  - b. [Program Review – Year 3 Update \(2017-18\)](#)
  - c. Consideration of Constitution and/or Bylaw Changes
  - d. Resources/[Budget 2017-18](#)
  - e. Identify Academic Events that could be Endorsed by Academic Senate
  - f. Applying for ASCCC Awards

**E. Unfinished Business**

1. CASL Procedures, Cindy Stephens & Erin Delaney
2. Curriculum Committee Procedures, Lisa Hooper
3. Ad Hoc Committee Update – OEI Rubrics, Anne Marenco
4. Administrators Retreat Rights

**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.*

1. 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity & SSSP (Sept 28 & Oct 14)

**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.

BP 3105 Establishment Approval or Review Revision of Policies
Credit by Exam, BP 4235 – Phase 2
Student Discipline (BP 5529, 5530, 5531)
AP 7120 Recruitment and Selection

**H. Announcements**

- September 21<sup>st</sup> Curriculum Committee Meeting, 3:00 pm, BONH 330
- September 28<sup>th</sup> Academic Senate Meeting, 3:00 pm, BONH 330
- 2017 Fall Plenary Session, November 2-4, Irvine
- 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

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 May 24, 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	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Chelley Maple	A
Policy Review Chair	Michael Dermody	X	At Large Senator	David Martinez	X
AT Senator	Regina Blasberg	X	At Large Senator	Deanna Riveira	X
MSHP Senators	Mary Bates	X	At Large Senator	Michael Sherry	X
VAPA Senator	Wendy Brill-Wynkoop	A	At Large Senator	Saburo Matsumoto	X
Student Services Senator	Garrett Hooper	X	At Large Senator	Benjamin Riveira	X
Humanities Senator	Tracey Sherard	X	Adjunct Senator	Kimberly Bonfiglio	X
Kinesiology/Athletics Senator	Philip Marcellin	X	Adjunct Senator	Mercedes McDonald	X
			Adjunct Senator	Noemi Beck-Wegner	A

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

Guests	
Lee Hilliard	David Brill
Brian Weston	Aaron Silverman
Karen Carr	De. Pete Getz
Barry Gribbons	Kelly Burke
Daylene Meuschke	

### A. Routine Matters

1. Call to order: 3:00 p.m.
2. Public Comment: None
3. Approval of the Agenda: Rebecca modified the agenda to include a President's Report. Motion to approve modification: Wendy Brill Wynkoop, seconded by Mary Bates. Unanimous. Approved. Motion to approve the agenda with the modification Mary Bates, seconded by Wendy Brill Wynkoop. Unanimous. Approved.
4. Approval of the Consent Calendar: Motion to approved Lisa Hooper, seconded by Mary Bates. Unanimous. Approved. Regina Blasberg asked about adding some things to the FLEX calendar and wanted to know how to go about that. Rebecca suggested she speak with Teresa Ciardi, Nicole Faudree, Mehgen Andrade and Leslie Carr.

### B. Reports

1. Dr. Diane Fiero, EEO Committee

Dr. Fiero shared the EEO report that has been submitted to the state and also the Board of Trustees at their last meeting. She was assisted by Karen Carr, Director of Diversity, EEO, and Title Nine Programs. This is a new report. This is only the second year we are submitting this report. Essentially they review all of practices related to pre-hiring, hiring and post hiring. Dr. Fiero is most proud of how we all come together as a campus and offer many diversity events which shows true investment by students, different departments, different organizations on campus working together. We encourage people to read the report. There are going to be some changes in the coming year. Dr. Fiero is working with the Senate Policy Committee on revisions to Faculty Hiring Procedures (AP 7120 Recruitment & Selection) that will be starting it the fall. Dr. Fiero highlighted the Best Practices booklet that came out as a result the last year's reports. We will be looking to some of that as revise our policy on hiring and with respect to different activities on campus. Our EEO plan is specifically about hiring and our hiring statics current employees. We will be doing a revision of that next year. That will be coming forward within the next year, probably spring.

2. AOC Update Dr. Pete Getz, Principal

This year has been a game changer for AOC. There have been a number of changes for the high school level, including content, curriculum, graduation requirements, and the way we are bringing students into the system. This has equated to lots of changes on the site level. This year alone out of our graduating class of 106 we have 68 receiving an AA degree. We have had eleven come back and speak with our graduating class about their experiences. AOC feels they could not do this without the college and they are very appreciative of this. They welcome your feedback and how their students are doing. They would like to know how they can prepare a student academically to exist in your classroom or campus. We have fine-tuned their 9<sup>th</sup> grade program. They do nothing but prepare them for the college environment. They are taking a handful of college course that the AOC has selected. Dr. Getz left a couple copies of the school profile. Any feedback you may have please Dr. Getz.

3. Academic Senate President, Rebecca Eikey

Rebecca spoke about budget questions that are coming up. She will also send this out electronically for you to have. The Guided Pathways grant, which would allocate \$150 million dollars across the system for institutions to implement Guided Pathways. One of the things that will be required is the signature of the Academic Senate President in support of the Guided Pathways. This is a little bit different than the Pathways Project that we are a part of. This is money that is going to all institutions. The estimation for COC is \$1.5 million related to the Guided Pathways. This would be for faculty and staff release time to redesign programs, instruction, student support services, professional development, administrative time to coordinate engage college state quarters. The trail bill language included something about student and computer support systems. The state chancellor's office may be addressing the student and computer support systems. Rebecca is not sure when this letter is due to say we support this, but she believes it probably is going to happen soon. The Senate may have to have an emergency Senate meeting because the Senate's President's signature is needed. She wanted to give you a heads up if she has to contact you. Rebecca is also looking for volunteers to help plan out the implementation plan related to Guided Pathway and also looking for faculty leaders in this initiative. This is open to all faculty not just the senators.

**C. Action Items**

1. AP 4023 Academic Departments. Motion to approve Mary Bates, seconded Kimberly Bonfiglio. Unanimous. Approved.
2. Modifications to Program Review, Jason Burgdorfer  
Jason gave a brief summary on PR. He stated eLumen is not feasible so we will be staying with our internal system modifications and changes. He went over the slides that are in the agenda and highlighted some of the changes that were made. Motion to approve Mary Bates, seconded by Kimberly Bonfiglio. Unanimous. Approved.
5. New Department: Construction Technologies. The name should be Construction Management and Technology. Motion to accept this change Mary Bates, seconded by Regina Blasberg. Unanimous. Approved. Motion to approve the new department: Erin Barnthouse, seconded by Regina Blasberg. Unanimous. Approved.
6. Department Chair, Construction Management and Technology, Eric Arnold. Motion to approve Regina Blasberg, seconded by Mary Bates. Unanimous. Approved.
7. BP/AP 4230 Grading and Academic Record Symbols. Motion to approve Erin Barnthouse, seconded by Mary Bates. Unanimous. Approved.
8. Emeriti Status for Bradley Reynolds, Julie Visner, Diane Stewart, Audrey Green, Dorothy Minarsch, Ann Lowe, Robert Brode, Kim Gurnee, Connie Tripp and Diane Baker. Motion to approve Michael Dermody, seconded by Mary Bates. Unanimous. Approved.
9. AP 7121 Minimum Qualifications and Equivalencies. Motion to approve Mary Bates, seconded by Garrett Hooper. Unanimous. Approved.
10. Revisions to Online Teacher Qualifications. Motion to approve Wendy Brill Wynkoop, seconded by Regina Blasberg. Unanimous. Approved.
11. Adjunct Discipline Lists (multiple ones). Motion to approve Kimberly Bonfiglio, seconded by Erin Barnthouse. Unanimous. Approved.

#### **D. Discussion Items**

1. Curriculum Committee Procedures, Lisa Hooper. Tabled.
2. CASL Procedures, Kelly Burke  
The procedures were updated duties and functions, membership, voting pretty standard. They are trying to have more variety and diversity from other groups on campus. This will come back in September as Action.
3. Syllabus Addendum, Ann Lowe  
This is a list of services that would be provided for students. The list we have here has created by Ann Lowe and others. Rebecca asked if there are any things missing and the following below is what the Senators would like to see:
  - TLC hours of operation
  - BIT Team
  - Wendy Brill; she felt that this was written in a way that we would expect students to know, but they are written in the most student friendly way. She also asked who would be updating this. They would like a rewrite of some of the descriptions and then as we find things have changes made.
  - Wendy stated writing it in an F&Q style for students to understand. She didn't feel this document was very friendly.
  - Mike Sherry asked where this will live/post. Rebecca stated it would live on a website and we would link from canvas and then link our students too.

- We need to add the COC Hotline
- Visual signs for students for to find buildings.
- Content should be technically grouped together. Content by Themes and a Help email for questions.
- Academic Freedom, Plagiarism and Academic Integrity statements need to be added.
- Policies for students we could link the catalog.
- Campus safety and Escort service.

We will be moving this into Fall. Rebecca stated a small group of volunteers to work with Academic Affairs to help draft the language. Please let Rebecca know if you are interested. Ann Lowe has retired so we need some volunteers.

4. Program Review Operating Procedures, Jason Burgdorfer

Program Review meets the same time as the CASL committee with the same membership and they are the voting members. There are a couple more administrators than CASL. So wanted to make the procedures match as much as possible. The things that are different to this committee. The changes were in the management and the voting. We want this committee to be more of a working committee. We want to roll out the peer review process. We would share each other's program reviews before we forward them onto our dean or vice president. What we are going to do is part of the membership expectation of this committee all the members on the committee will do at least one or two peer reviews for each cycle and whenever possible contribute to training sessions to communicate some of these changes that have happened to the program review to the rest of the campus community. That is specified in membership. How did they draw this list? The faculty wanted representation from each school and since we are co-meeting with the CASL committee we also did the same thing with at large representatives and adjunct representatives to match there. This committee is connected to budget committees. The administrators on this list are tied to those committees that work with the budget. Add CIO or designee on this list. Is there a section for meetings? Under management the meeting time is listed. This will come back in September 2017 as Action.

5. Ad Hoc Committee Update- OEI Rubrics, Anne Marenco – **Tabled**

**E. Unfinished Business**

1. Climate Survey: not discussed
2. Consideration of Armed Presence on Campus

There was a deliberate dialogue yesterday and Kimberly Bonfiglio gave a brief update of the dialogue. There were about 40 to 50 people there. A good portion of those in attendance were students. We also had faculty, administrators and security. They were divided up into two separate groups and had two different dialogues. Kimberly facilitated one of the dialogues and Rebecca facilitated the other. They tried to divide them up so they could have a concentration of all faculty or all students. They were exchanging ideas. Kimberly's group was more in favor of allowing to arm the security. There were three students that independently from each other did mention concerns that because of their skin tone and their life experience having some reservations about having security armed. There was concern about training. The use of force potentially and the specific target they specifically or those their skin tone. Students might be at a higher risk. They would like to do a couple more sessions. One in the summer if possible and then one in the fall.

**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.*

1. Program Viability Standing Procedures
2. Archiving or Deletion Courses
3. Inclusions on LGBTI Efforts, Kimberly Bonfiglio
4. Process for a Vote of No Confidence
5. Increase Faculty Participation in Honors Showcase
6. Fundraising for the Emeriti Scholarship
7. Facilities Planning update, Jim Schrage
8. Update on Pathways, as needed
9. Committee Reports: PAC-B, Academic Staffing, etc
10. Update on CCC building
11. Takeda Wing
12. Emergency Preparedness

**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 Michael Dermody 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 1:30 – 3:00 pm in BONH 330.

Faculty Office Allocation Policy Phase 2	Use of Cameras on Campus
BP 3105 Establishment Approval or Review	AP 7120 Recruitment and Selection
Revision of Policies	BP 5055 Enrollment Priorities
Credit by Exam, BP 4235 – Phase 2	Student Discipline (multiple policies)

**H. Announcements**

- Thank you to all the Senators for all the work you have done for the Senate
- ASCCC Faculty Leadership Institute June 14 – 17, 2017, Sacramento
- ASCCC Curriculum Institute July 12 – 15, Riverside
- Academic Senate Retreat, August 24, 2017, 3:00 p.m. to 4:30 p.m. BONH 330
- September 7<sup>th</sup> Curriculum Meeting 3:00 p.m. BONH 330
- September 14<sup>th</sup> Senate Meeting 3:00 p.m. BONH 330

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

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 Retreat for August 24, 2017 Summary**

<b>Voting Members</b>
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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	X
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	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Saburo Matsumoto	X
Student Services Senator	Garrett Hooper	X	At Large Senator	Benjamin Riveira	X
Humanities Senator	VACANT		Adjunct Senator	VACANT	
Kinesiology/Athletics Senator	Philip Marcellin	A	Adjunct Senator	VACANT	
			Adjunct Senator	VACANT	

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

Guests	
Dr. Diane Fiero	Michelle Jenkins
Aaron Silverton	Nadia Monosov
Ambika Silvia	Dustin Silva
Carla Perl	Barry Gribbons
Omar Torres	

1. **Call to order:** 3:05 p.m.
2. **Approval of the Agenda:** Rebecca asked if she could change the order of the Discussion items to have d. *Responsibilities of the Academic Senate (10+1) and more before Robert's rules of Order and Brown Act*. Motion to approve the change in order: Mary Bates, seconded by Jason Burgdorfer. Unanimous. Approved. Motion to approve the Agenda: Regina Blasberg, seconded by Lisa Hooper. Unanimous. Approved.
3. **President's report, Rebecca Eikey**
  - ✓ Rebecca updated the Senate on the IEPI PRT for Non-credit. Non-credit Implementation plan has been established and there is a new non-credit committee that is starting to work. There will be a Business Plan and there will be an environmental scan. There will soon be a request for faculty participation in developing new non-credit programs as part of the PRT plan.
  - ✓ Enrollment Management; Rebecca sent the senators an email that Marlene Demerjian had sent for MSHP. The Enrollment Management committee is working on a Plan. Rebecca passed around the paperwork for the enrollment management plan. She welcomed their feedback and asked them share with their schools.
  - ✓ A small group met over the summer to work on the integrated plan for The Basic Skills Equity and Students Success and Support program. That integrated plan will be due in December. There will a first reading in Senate on September 28<sup>th</sup> and second reading on October 12<sup>th</sup>.



- ✓ June 23<sup>rd</sup> the district received a letter from ACCJC in response to our midterm report. The next comprehensive review will be in the spring of 2022. The commission encourages the college to focus its attention on Improving Student learning and Student Achievement as it continues to work to assure an improved quality.
- ✓ The California Guided Pathways is starting. The first institute will be attending September 17-19. There is pre-work that should be done prior to that institute, an example of which was shared.

#### 4. **Action**

Rebecca is serving on the Executive Committee for the Statewide Senate (ASCCC) so she is automatically a delegate. A delegate is needed for COC for ASCCC Plenary Sessions. Jason Burgdorfer volunteered to be the delegate. Motion to approve Wendy Brill-Wynkoop, seconded by Garrett Hooper. Unanimous. Approved.

#### 5. **Discussion**

- a) Ice Breakers Rebecca had the senators and visitors get into groups of 4 or 5 and discuss “ten things you had in common”. When the discussions were done we went around the table and read our results.
- b) Meetings and Calendar  
Rebecca went over the dates and meeting times that the Senate meets: second and fourth Thursday of the month starting in September with no meeting in January. The meeting starts at 3:00 pm and goes until 5:00 pm in BONH 330. Everyone is welcomed to the Senate meetings.
- c) Roles and Responsibilities of the Academic Senate (10+1)  
Rebecca shared a PowerPoint presentation with the Senators, which included the following topics:
 

<ul style="list-style-type: none"> <li>✓ The Agenda</li> <li>✓ Meeting dates and the Calendar</li> <li>✓ Roles and Responsibilities of Local Senate</li> <li>✓ Where does the Academic Senate Authority come from?</li> <li>✓ California Education Code</li> <li>✓ Title 5</li> <li>✓ What is the Role of the Academic Senate?</li> <li>✓ “Academic &amp; Professional Matters</li> <li>✓ What “Consult Collegially”?</li> <li>✓ Collegial Consultation – Defined</li> <li>✓ What is our BP 7215?</li> <li>✓ Other Authority for Senates</li> <li>✓ Constitution &amp; Bylaws</li> <li>✓ Ralph M Brown Act</li> </ul>	<ul style="list-style-type: none"> <li>✓ Applying the Brown Act</li> <li>✓ Rules of Order</li> <li>✓ Senate Meetings               <ul style="list-style-type: none"> <li>○ Reports vs Discussion</li> <li>○ Action Items</li> <li>○ Discussion Items</li> </ul> </li> <li>✓ Senators’ Roles &amp; Responsibilities</li> <li>✓ Resources</li> </ul>
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d) Robert's Rules of Order and Brown Act

We reviewed the reasons why Robert's Rules of Order are used for the Senate meetings (to create order in meetings and structure for behavior). We want to record the meeting properly, however there was feedback that it is difficult to hear everyone speaking via WebEX. We discussed the Brown Act and why we need to follow it. For instance, you cannot add anything to current agenda. We would have to add that for the next agenda. We need to post the agenda 72-hours before the meeting. We send an email out to the campus and post the agenda on the Senate website and in publically accessible location on campus. Our meetings are open and anyone is welcomed to attend the meetings.

There was a discussion on how the running of the meeting could be improved:

- Written reports summarizing the key discussion and actions of the Academic Senate and sub-committees should be sent to divisions/schools via email with a verbal follow-up during the meeting (as time permits).
- Solicit feedback and input on key issues from the faculty in your divisions/schools.
- Inform faculty in divisions/schools, that we would like for them to suggest items for consideration as discussion topics. It would be best if they communicated those to you directly and as a Senator you could present these items during our "New Future Business" portion of the meeting.
- Reports have been running to long and the senators would like to see a time limit on them. Thus, reports will have a time limit communicated in advance to the person/group responsible for the report; and written reports are preferred with verbal highlights during the meeting.
- No formal changes to the way we use Roberts Rules of Order in terms of language used for making motions.
- Any voting member of the senate can make a motion, however, we agreed that it is important to be mindful of how the discussion is proceeding, so that enough time can be dedicated for us to thoroughly address the issue. To help with that, we will have more than one queue for taking turns during discussion, so that each "thread" can be fully discussed before changing direction or "thread."
- The Senate would like to continue with a discussion item if the discussion is robust. We might consider tabling something to finish the item and then bring it back as Action and bring the item tabled back for discussion.
- The Senators would like to see how long should something be on Unfinished Business.
- NOTE: feedback from the Academic Senate Survey of Operations was incorporated into the discussion of how meetings are run.

e) Prioritization of Senate Work.

Rebecca reviewed some of the accomplishments the Senate has made. She asked if anyone had questions regarding the survey and we did not have any. No questions on Academic Senate Administration Program Planning and Review document.

6. The meeting adjourned at 4:30 p.m.

# CURRICULUM COMMITTEE SUMMARY

September 7<sup>th</sup>, 2017

3:00 pm – 5:00 pm

Bonelli Hall 330

**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; Kerry Carlson (Substitute for Steve Erwin – Admissions and Records, Non-voting); 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; Anne Marenco – Social and Behavioral Sciences; Saburo Matsumoto – At large member; Cindy Stephens – At large member; Omar Torres - Administrative Co-Chair; Lori Young – Business

## NEW COURSE PROPOSALS – FINAL READ

The need for the following new course proposals were approved at the December 1<sup>st</sup>, 2016 Committee meeting. These course outlines were 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
ENGR-220	Programming and Problem Solving in MATLAB	3 units, 36 hours lecture, 54 hours lab. <b>New SLO's (2), New DLA. New prerequisite of MATH-211 (C-ID requirement).</b>	D. Martinez	TBD
ENGR-260L	Electrical Circuits I Laboratory	1 unit, 54 hours lab. <b>New SLO's (2). New co-requisite of ENGR-260.</b>	D. Martinez	TBD

-No vote was taken on the ENGR-220 or ENGR-260L proposal, the committee has requested revisions to the SLO's and assignments, as well as a confirmation on the matching of the certain objectives to the content.

## 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
ADMJUS-110	Principles and Procedures of the Justice System	<b>Adding DLA.</b> DLA was reviewed and approved by DLA reviewer.	L. Alvarez	Spring 2018
ADMJUS-125	Criminal Law	<b>Adding DLA.</b> DLA was reviewed and approved by DLA reviewer.	L. Alvarez	Spring 2018
ADMJUS-135	Criminal Evidence	<b>Adding DLA.</b> DLA was reviewed and approved by DLA reviewer.	L. Alvarez	Spring 2018
FIRET-016	Instructor 1	<b>Title change</b> (formerly “Training Instructor 1A”).	K. Klar	Winter 2018
FIRET-017	Instructor 2	<b>Title change</b> (formerly “Training Instructor 1B”).	K. Klar	Winter 2018
FIRET-018	Instructor 3	<b>Title change</b> (formerly “Training Instructor 1C”).	K. Klar	Winter 2018
FIRET-056	L-954 All Hazard Safety Officer	Increased hours from 24 to 32, <b>units increased to 1.5.</b>	K. Klar	Winter 2018
FIRET-082	AR-339/S-339 Division/Group Supervisor	<b>Title change</b> (formerly “S-339 Division/Group Supervisor”).	K. Klar	Winter 2018
HLHSCI-151	Emergency Medical Technician	<b>Title change</b> (formerly “Emergency Medical Technician I”). Increasing lecture hours to 146 (formerly 136) per state requirement, lab hours remain at 24 hours.	P. Haley	Summer 2018
MUSIC-165	Symphony of the Canyons	Course is now repeatable 3 times (4 total enrollments) due to lower division major preparation requirements at CSU campuses.	B. Feldman	Spring 2018
MUSIC-173	Jazz Vocal Ensemble	Course is now repeatable 3 times (4 total enrollments) due to lower division major preparation requirements at CSU campuses.	B. Feldman	Spring 2018
MUSIC-175	Festival Choir: Voice of the Canyons	Course is now repeatable 3 times (4 total enrollments)	B. Feldman	Spring 2018

		due to lower division major preparation requirements at CSU campuses.		
MUSIC-176	Chamber Singers	<del>Course is now repeatable due to lower division major preparation requirements at CSU campuses.</del>	B. Feldman	Spring 2018
MUSIC-177	Women's Choir	<del>Course is now repeatable due to lower division major preparation requirements at CSU campuses.</del>	B. Feldman	Spring 2018
MUSIC-185	Symphonic Band	<del>Course is now repeatable due to lower division major preparation requirements at CSU campuses.</del>	B. Feldman	Spring 2018
MUSIC-186	Music Ensemble	<del>Course is now repeatable due to lower division major preparation requirements at CSU campuses.</del>	B. Feldman	Spring 2018
MUSIC-189	Individualized Music	Course is now repeatable 3 times (4 total enrollments) due to lower division major preparation requirements at CSU campuses.	B. Feldman	Spring 2018
MUSIC-190	Applied Performance	Course is now repeatable 3 times (4 total enrollments) due to lower division major preparation requirements at CSU campuses.	B. Feldman	Spring 2018
SIGN-114	Working & Socializing with People who are Deaf-Blind	<b>Title change</b> (formerly "Socializing and Supporting People who are Deaf-Blind").	B. Applen	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. 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
ENGR-101	Introduction to Engineering	<b>Changed title (Formerly “Introduction to Science, Engineering, &amp; Technology”).</b> Revised description, revised objectives and content, updated textbooks. <b>Added DLA.</b>	D. Martinez	Fall 2018
ENGR-110	Introduction to Engineering Graphics with AutoCAD.	<b>Changed title (Formerly “Introduction to AutoCAD”).</b> Revised description, revised objectives and content, updated textbooks.	D. Martinez	Fall 2018
ENGR-151	Materials of Engineering	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <b>Added PHYSIC-220 as a prerequisite. Added DLA.</b>	D. Martinez	Fall 2018
ENGR-151L	Materials of Engineering Lab	Revised description, <b>revised SLO</b> , revised objectives and content, updated textbooks. <b>Added PHYSIC-220 and CHEM-201/201H as a prerequisites.</b>	D. Martinez	Fall 2018
ENGR-152	Statics	Revised objectives and content, updated textbooks. <b>Added MATH-212 as a prerequisite. Added DLA.</b>	D. Martinez	Fall 2018
ENGR-230	Dynamics	<b>Changed number (Formerly ENGR-155).</b> Revised description, <b>revised SLO’s (2)</b> , revised objectives and content, updated textbooks, <b>removed MATH-212 as a prerequisite. Added DLA.</b>	D. Martinez	Fall 2018

**Motion to approve the Modified Courses on the Consent Calendar; Motion by Mary Bates, second by Julie Hovden. All in favor: Unanimous.**

<b>MODIFIED PROGRAM PROPOSALS – CONSENT CALENDAR</b>				
The following programs are being modified as a result of the newly approved courses on this agenda and modified program proposals. These program modifications will not be reviewed during this committee meeting, and the authors of the following program are not required to attend this meeting.				
<b>Program</b>	<b>Degree/Certificate</b>	<b>Description of Action</b>	<b>Author</b>	<b>Effective</b>
Engineering	AS Degree	<del>Program updated, adding ENGR-220 and ENGR-260L.</del>	D. Martinez	TBD
Social Justice	AA-T Degree	Moved SOCI-106 to be a required course, added SOCI-130, 200, 200H to last sections that now reads “Take 3 units from the following that have not already been taken above”.	A. Marengo	TBD

<b>INSTRUCTIONAL SERVICE AGREEMENT (ISA) COURSE PROPOSALS – CONSENT CALENDAR</b>				
The following courses were reviewed, and recommended for approval as part of the Consent Calendar of this agenda, through a technical review process. These courses will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.				
<b>Subject &amp; Number</b>	<b>Title</b>	<b>Description of Action</b>	<b>Author</b>	<b>Effective</b>
LEPD-015	Crowd Control	0.25 units, 6 lecture hours, 3 lab hours, <b>new SLO’s (2). New prerequisite of LEPD-100 or Equivalent Skills.</b>	C. Theil	TBD

<b>NEW/MODIFIED PREREQUISITES – CONSENT CALENDAR</b>			
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.			
<b>Subject &amp; Number</b>	<b>Title</b>	<b>Suggested Enrollment Limitation</b>	<b>Author</b>
ENGR-151	Materials of Engineering	Added PHYSIC-220 as a prerequisite (C-ID requirement).	D. Martinez

<b>ENGR-151L</b>	<b>Materials of Engineering Lab</b>	<b>Added PHYSIC-220 and CHEM-201/201H as prerequisites (C-ID requirement).</b>	<b>D. Martinez</b>
<b>ENGR-152</b>	Statics	Added MATH-212 as a prerequisite (C-ID requirement).	D. Martinez
<b>ENGR-220</b>	<del>Programming and Problem-Solving in MATLAB</del>	<del>New prerequisite of MATH-211 (C-ID requirement).</del>	<del>D. Martinez</del>
<b>ENGR-230</b>	Dynamics	Removed MATH-212 as a prerequisite.	D. Martinez
<b>ENGR-260L</b>	<del>Electrical Circuits I Laboratory</del>	<del>New co-requisite of ENGR-260.</del>	<del>D. Martinez</del>

### 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
<b>ADMJUS-110</b>	Principles and Procedures of the Justice System	100% Online, Hybrid	L. Alvarez
<b>ADMJUS-125</b>	Criminal Law	100% Online, Hybrid	L. Alvarez
<b>ADMJUS-135</b>	Criminal Evidence	100% Online, Hybrid	L. Alvarez
<b>ENGR-101</b>	Introduction to Engineering	100% Online, Hybrid	D. Martinez
<b>ENGR-151</b>	Materials of Engineering	100% Online, Hybrid	D. Martinez
<b>ENGR-152</b>	Statics	100% Online, Hybrid	D. Martinez
<b>ENGR-230</b>	Dynamics	100% Online, Hybrid	D. Martinez

**-Motion to approve the Modified Programs, ISA Courses, New/Modified Prerequisites, and New Distance Learning Addendums on the Consent Calendar; Motion by Erin Barnthouse, second by Rhonda Hyatt. All in favor: Unanimous. The Modified Program proposal for the Engineering AS Degree was tabled due to the two new Engineering courses on this agenda not yet being approved.**

#### Discussion Items:

Faculty Chair Report (Lisa Hooper)

-Welcome Back! Changes for some of our committee members include: Omar Torres - new Administrative Co-Chair and Interim Vice President, Academic Affairs, Patrick Backes - Curriculum Coordinator & Articulation Officer, Julie Hovden (formerly Jacobson) - new



- Articulation Faculty.
  - Noncredit (NC) Update. It is coming... but not as fast as we thought. IEPI PRT grant to fund program creation and stewardship. Noncredit Committee has formed; meets Thursday, September 14<sup>th</sup> 1:00 -2:00 PM.
  - Program Viability (PV). Lisa to chair for this academic year; primary objective to delineate role and responsibilities separate from Curriculum Committee. The Curriculum Committee can always defer to Program Viability.
  - Curriculum Institute Report. Local control explained – courses are locally approved and then Chancellor’s office “records”, still can make mistakes in this automated (not “automatic”) process; degrees, certificates, Noncredit, Cooperative Work Experience, and Public Safety courses still undergo a full review; district representatives “certify” curriculum annually. We (the committee) have to pay attention to codes; they are increasingly being used for financial aid, outcomes, career and educational planning.
  - Important consideration for curriculum committees: Can you use a NC course as a requisite for a CR course – yes, should you? Are units consistent with articulation agreements? Overlap – are courses the same in different disciplines, cross listing? DLA’s – distance learning cannot exceed 50% of the curriculum in a program without triggering additional paperwork. General Education – more choices aren’t always better for student completion.
  - Guided Pathways. Doesn’t directly impact our work, but could help pare down electives.
  - Moving Credit to Noncredit. Positive attendance; tracking attendance and/or online participation essential! Must be a clear pedagogical objective, clear sequencing. You can articulate with own district.
- Articulation Report (Patrick Backes)
  - 4 new systems related to curriculum have come on board this semester.
  - eLumen (<https://canyons.elumenapp.com>). Replaces CurricUNET as our curriculum management system. Public view site for eLumen is still “under construction”, if you need a copy of a course outline, contact Patrick as all of the CurricUNET course and Program outlines have been downloaded and saved. Contact Patrick if you need a user account set up for you, training sessions (group or one-on-one) are also available and can be scheduled with Patrick...FLEX credit is available for attending eLumen training.
  - C-ID 2.0 (<https://c-id.net>). Same information as original C-ID site, layout is a little different, all information can be viewed without a login. Contact Patrick if you feel a course needs to be submitted for a C-ID descriptor that has not yet been submitted.
  - ASSIST Next Generation (<https://prod.assistng.org/PublicSite>). Legacy site ([www.assist.org](http://www.assist.org)) still available but no information will be updated past Spring 2017. The new public site is very similar to the legacy site but a little more user friendly. Accounts will now be made available for anyone to access the reporting areas. Much

easier and open for submitting curriculum changes.

-Chancellor's Office Curriculum Inventory 2.0 "COCI 2.0"

(<https://coci2.ccctechcenter.org>). Public search available, have run into some submission issues. System updates are released twice a year, so hopefully issues will be fixed in as the come up.

- The list of newly approved CSU-GE and IGETC course were displayed, as well as an updated on courses that were recently submitted for UC transferability. There will not be a 2<sup>nd</sup> cycle review for UC transferable courses this year.

- Administrative Chair Report (Omar Torres)
  - Thanked the committee members for attending the Curriculum Committee Retreat/Training during FLEX week.
  - Reminded the committee about the changes that are now required in the Course Outline of Record including displaying the out of class hours included in a course.
  - Further commented on the importance of the Annual Credit Course Certification form, why it is important for the CEO/CIO/Academic Senate President/Curriculum Committee chair sign the form, and consequences for not signing would involve the need to continuously scrutinize curriculum with added layer of State scrutiny for each submission (and thus loss of local control for a more seamless process).
  - Also reminded the committee about recent changes in Title 5 which now require annual training of the Curriculum Committee and recommendation to conduct this training at the start of the academic year during FLEX week.
  - Looking forward to being a part of this committee and working with everyone!
- Saburo Matsumoto and Tricia George reported out on the sessions they attended at the Curriculum Institute.
- A draft copy of the updated Curriculum Committee Policies and Procedures were passed out to the committee, a copy will also be emailed to the committee member.

New-Courses--Includes ISA's	1	Modified-Non-Credit-Courses	-0	Modified-Prerequisites	4
New-Programs	-0	New-DLA's	7	Deleted-Courses	-0
Modified-Courses	6	New-SLO's	2	Deleted-Programs	-0
Modified-Programs	1	Modified-SLO's	4	Proposals-Reviewed-in-Technical-Review-Session	-0
New-Non-Credit-Courses	-0	New-Prerequisites	-0	Proposals-Returned-from-Technical-Review-Session	-0

## Curriculum and Senate Meetings 2018/2019

### Proposed

<b>Fall 2018</b>				
<b>Month</b>	<b>Curriculum I</b>	<b>Senate I</b>	<b>Curriculum II</b>	<b>Senate II</b>
<i>August</i>	<i>Senate Retreat</i>	<i>23-Aug</i>	<i>BONH 330 3:00 pm to 5:00 pm</i>	
September	Sep 06	Sep 13	Sep 20	Sep 27
October	Oct. 4	Oct. 11	Oct. 18	Oct. 25
November	Nov. 1	Nov. 8	Nov. 15	Holiday
December	Nov. 29	Dec. 6	Winter break	Winter break
<b>Spring 2019</b>				
<b>Month</b>	<b>Curriculum I</b>	<b>Senate I</b>	<b>Curriculum II</b>	<b>Senate II</b>
February	Feb. 7	Feb 14	Feb 21	Feb 28
March	Mar 07	Mar 14	Mar 21	Mar 28
April	Spring Break	Apr. 11	Apr 18	Apr 25
May	May 02	May 09	May 16	May 23

*Human Resources Office*

Date: August 7, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Linda Clark  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Harriet Happel

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Name: Harriet Happel

Position: Director, Career Technical Education

Discipline Assignment: Manufacturing Technology

The minimum qualifications for the discipline of Manufacturing Technology:

- Possession of an **unexpired** California Community College Instructor Credential in Manufacturing.  
**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](#).

Harriet Happel meets minimum qualifications with:

- Master's degree in Business Administration from Keller Graduate School of Management
  - Bachelor's degree in Political Science from University of California, San Diego
  - Over two (2) years of experience in a manufacturing of precision machined components for the auto industry and daily operations of using a Lean Six Sigma manufacturing model.
- 

The following is provided for an additional assignment:

Discipline Assignment: Business

The minimum qualifications for the discipline of Business:

- ✓ Master's in business, business management, business administration, accountancy, finance, marketing or business education  
**OR**

- Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LL.B. degree
- OR**
- Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LL.B. degree

Harriet Happel meets minimum qualifications with:

- Master's degree in Business Administration from Keller Graduate School of Management

*HUMAN RESOURCES OFFICE*

Date: August 9, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Linda Clark  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Chase Dimock

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Name: Chase Dimock

Position: Full-time English Instructor

Discipline Assignment: English

The minimum qualifications for the discipline of English:

- Possession of an unexpired California Community College Instructor Credential in English
- ✓ Master's degree in English, literature, comparative literature or composition
- Bachelor's degree in any of the above AND Master's degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism
- Equivalency Option #1 or 2.

Chase Dimock meets minimum qualifications with:

- Doctorate in Comparative Literature from University of Illinois, Illinois
- Master's degree in Comparative Literature from University of Illinois, Illinois

*HUMAN RESOURCES OFFICE*

Date: June 26, 2017  
To: Rebecca Eikey  
President, Academic Senate  
  
From: Linda Clark  
Senior Human Resources Generalist (Faculty)  
  
Subject: Discipline Assignment for Caitlin Newcomer

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Name: Caitlin Newcomer

Position: Full-time English Instructor

Discipline Assignment: English

The minimum qualifications for the discipline of English:

- Possession of an unexpired California Community College Instructor Credential in English
- ✓ Master's degree in English, literature, comparative literature or composition
- Bachelor's degree in any of the above AND Master's degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism
- Equivalency Option #1 or 2.

Caitlin Newcomer meets minimum qualifications with:

- Doctorate in English from Florida State University
- Master's degree in English from The Ohio State University

*HUMAN RESOURCES OFFICE*

Date: March 21, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Linda Clark  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Gary Collis

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Name: Gary Collis

Position: Full-time Business/Business Law Instructor

Discipline Assignment: Business

The minimum qualifications for the discipline of Business:

- Possession of an unexpired California Community College Instructor Credential in Business/Business Law
- Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education
- ✓ Bachelor's degree in any of the above AND Master's degree in economics, personnel management, public administration, or J.D. or LL.B.
- Bachelor's degree in economics with a business emphasis AND Master's degree in personnel management, public administration, or J.D. or LL.B. degree
- No equivalency accepted

Gary Collis meets minimum qualifications with:

- Bachelor's degree in Business Administration from University of Illinois at Urbana
- Juris Doctor degree from Pepperdine University, School of Law



## HUMAN RESOURCES OFFICE

Date: August 9, 2017

To: Rebecca Eikey  
President, Academic Senate

From: Linda Clark  
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Ali Naddafpour (Business and Accounting)

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Name: Ali Naddafpour

Position: Full-time Business/Accounting Instructor

Discipline Assignment: Business

The minimum qualifications for the discipline of Business:

- Possession of an unexpired California Community College Instructor Credential in Business
- ✓ Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education
- Bachelor's degree in any of the above AND Master's degree in economics, personnel management, public administration, or J.D. or LL.B degree
- Bachelor's degree in economics with business emphasis AND Master's degree in personnel management, public administration, or J.D. or LL.B degree

Ali Naddafpour meets minimum qualifications with:

- Master's degree in Business Administration from National University, California
- 

Discipline Assignment: Accounting

The minimum qualifications for the discipline of Accounting:

- Possession of an unexpired California Community College Instructor Credential in Accounting
- ✓ Master's degree in Accountancy or business administration with accounting concentration
- ✓ Bachelor's degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's degree in business, business administration, business education, economics, taxation, or finance
- Bachelor's degree in accountancy or business administration with accounting concentration AND a CPA license

Ali Naddafpour meets minimum qualifications with:

- Bachelor's degree in Business Administration with Accountancy from National University, California
  - Master's degree in Business Administration from National University, California
-

• *HUMAN RESOURCES OFFICE*

Date: August 9, 2017

To: Rebecca Eikey  
President, Academic Senate

From: Linda Clark  
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Heaven Warner (Business and Accounting)

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Name: Heaven Warner

Position: Full-time Business/Accounting Instructor

Discipline Assignment: Business

The minimum qualifications for the discipline of Business:

- Possession of an unexpired California Community College Instructor Credential in Business
- ✓ Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education
- Bachelor's degree in any of the above AND Master's degree in economics, personnel management, public administration, or J.D. or LL.B degree
- Bachelor's degree in economics with business emphasis AND Master's degree in personnel management, public administration, or J.D. or LL.B degree

Heaven Warner meets minimum qualifications with:

- Master's degree in Business Administration from University of Houston, Texas
- 

Discipline Assignment: Accounting

The minimum qualifications for the discipline of Accounting:

- Possession of an unexpired California Community College Instructor Credential in Accounting
- ✓ Master's degree in Accountancy or business administration with accounting concentration
- ✓ Bachelor's degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's degree in business, business administration, business education, economics, taxation, or finance
- Bachelor's degree in accountancy or business administration with accounting concentration AND a CPA license

Heaven Warner meets minimum qualifications with:

- Bachelor's degree in Business Administration with Accounting from University of Houston, Texas
- Master's degree in Business Administration from University of Houston, Texas

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Dr. Tara Williams

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Name: Dr. Tara Williams

Position: Full-time Chemistry Instructor

Discipline Assignment: Chemistry

The minimum qualifications for the discipline of Chemistry:

- Master's degree in Chemistry
- OR
- Bachelor's degree in Chemistry or Biochemistry AND Master's degree in Biochemistry, Chemical Engineering, Chemical Physics, Physics, Molecular Biology, or Geochemistry.

Dr. Williams meets minimum qualifications with:

- Doctor of Philosophy in Inorganic Chemistry from University of Sussex

• *HUMAN RESOURCES OFFICE*

Date: August 9, 2017

To: Rebecca Eikey  
President, Academic Senate

From: Linda Clark  
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Nadezhda “Nadia” Monosov

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Name: Nadezhda “Nadia” Monosov

Position: Full-time Psychology Instructor

Discipline Assignment: Psychology

The minimum qualifications for the discipline of Psychology:

- Possession of an unexpired California Community College Instructor Credential in Psychology
- ✓ Master’s degree in Psychology
- Bachelor’s degree in Psychology AND Master’s degree in counseling, sociology, statistics, neuroscience, or social work

Nadezhda “Nadia” Monosov meets minimum qualifications with:

- Master of Arts degree in Psychology General – Experimental from California State University, Northridge, CA

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Dr. Erik Altenbernd

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Name: Dr. Erik Altenbernd

Position: Full-time History Instructor

Discipline Assignment: History

The minimum qualifications for the discipline of History:

- Possession of an unexpired California Community College Instructor Credential in History
- Master's degree in history
- OR bachelor's degree in history
- AND master's degree in political science, humanities, geography, area studies, women's studies, social science, or ethnic studies.

Dr. Altenbernd meets minimum qualifications with:

- Doctorate of Philosophy History from University of California Irvine

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Julianne Johnson

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Name: Ms. Julianne Johnson

Position: Full-time History Instructor

Discipline Assignment: History

The minimum qualifications for the discipline of History:

- Possession of an unexpired California Community College Instructor Credential in History
- Master's degree in history
- OR bachelor's degree in history
- AND master's degree in political science, humanities, geography, area studies, women's studies, social science, or ethnic studies.

Ms. Johnson meets minimum qualifications with:

- Master's degree in History from University of Nebraska at Kearney

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Laureano Alvarez

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Name: Mr. Laureano Alvarez

Position: Full-time Administration of Justice Instructor

Discipline Assignment: Administration of Justice

The minimum qualifications for the discipline of Administration of Justice:

- Any bachelor's degree and two years of professional experience

OR

- Any associate degree and six years of professional experience.

OR

- Equivalency Option #1 and #2

Mr. Alvarez meets minimum qualifications with:

- Master's degree in Criminal Justice from Chadwick University
- 5.8 years as Administration of Justice Adjunct, College of the Canyons
- 19 years with the Los Angeles Police Department

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Dr. Rebekah Child

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Name: Dr. Rebekah Child

Position: Full-time Nursing Instructor

Discipline Assignment: Nursing

The minimum qualifications for the discipline of Nursing:

- Master's degree in Nursing
- AND
- At least one year's experience as a registered nurse providing direct patient care within the last five (5) years OR Completion of one (1) academic year of teaching courses, within the last five (5) years, related to nursing or a course which includes practice in teaching nursing.

Dr. Child meets minimum qualifications with:

- Doctor of Philosophy in Nursing from University of California, Los Angeles



• *HUMAN RESOURCES OFFICE*

Date: June 26, 2017

To: Rebecca Eikey  
President, Academic Senate

From: Linda Clark  
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Marco Llaguno

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Name: Marco Llaguno

Position: Full-time Philosophy Instructor

Discipline Assignment: Philosophy

The minimum qualifications for the discipline of Philosophy:

- Possession of an unexpired California Community College Instructor Credential in Philosophy
- ✓ Master's degree in Philosophy
- Bachelor's degree in Philosophy AND Master's degree in humanities or religious studies
- Equivalency Option #1.

Marco Llaguno meets minimum qualifications with:

- Master's degree in Philosophy from California State University, Los Angeles

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017

To: Rebecca Eikey  
President, Academic Senate

From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Alicia Kaminsky

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Name: Ms. Alicia Kaminsky

Position: Full-time Career Counselor

Discipline Assignment: Counseling

The minimum qualifications for the discipline of Counseling:

- Possession of an **unexpired** California Community College Instructor Credential in Counseling
- **OR-** Master's degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work, Career Development, Marriage and Family Therapy or Marriage, Family and Child Counseling
- **OR-** A bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT).

Ms. Kaminsky meets minimum qualifications with:

- Master's degree in Counseling from Loyola Marymount University

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017  
To: Rebecca Eikey  
President, Academic Senate  
From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Holly Hitt-Zuniga

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Name: Ms. Holly Hitt-Zuniga

Position: Full-time Interior Design Instructor

Discipline Assignment: Interior Design

The minimum qualifications for the discipline of Interior Design:

- Any bachelor's degree and two years of professional experience

OR

- Any associate degree and six years of professional experience.

OR

- Equivalency Option #1 and #2

Ms. Hitt-Zuniga meets minimum qualifications with:

- Bachelor's degree in Interior Design from Woodbury University
- .44 years as Interior Design Adjunct, College of the Canyons
- 11.11 years in Interior Design with Behr Browers Architects
- 5.1 years in Interior Design with Klawiter & Associates

• *HUMAN RESOURCES OFFICE*

Date: September 8, 2017

To: Rebecca Eikey  
President, Academic Senate

From: Yvette Pesina-Vazquez  
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Shannon Doronio

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Name: Ms. Shannon Doronio

Position: Full-time Graphic and Multimedia Design Instructor

Discipline Assignment: Graphic Arts, Multimedia

The minimum qualifications for the discipline of Graphic Arts & Multimedia:

- Any bachelor's degree and two years of professional experience

OR

- Any associate degree and six years of professional experience.

OR

- Equivalency Option #1 and #2

Ms. Doronio meets minimum qualifications with:

- Bachelor's degree in Communication Arts from Otis College
- 1.03 years as Graphic and Multimedia Design Adjunct, College of the Canyons
- 7.5 years of experience in Graphic and Multimedia Design with Parallel Play

**Faculty Development Committee April 24, 2017 Meeting Summary**  
**By Teresa Ciardi, Co-Chair**

*Members Present:*

- *Co-Chairs: Mehgen Andrade, Teresa Ciardi*
- *Administrative Director: Leslie Carr*
- *Members: Sandy Carroll, Brandon Hilst, Ted Jacenda, Susan Ling, Galeen Roe, Gregory Shrout, and Cindy Stephens*

*Summary Points*

- All workshops proposed by faculty were approved, and are listed on the 2<sup>nd</sup> page of this summary.
- The committee reviewed and discussed all proposals and reports. All approved proposals are listed on the 2<sup>nd</sup> page of this summary.
- The following activities were added to the pre-approved list.
  - EEO training for hiring committees
  - Nursing Accreditation processes
  - Toastmasters events
  - One-to-One Classroom Observations for the Purpose of Sharing Teaching Techniques (by mutual agreement of participants)
- The committee voted to approve Professional Development credit for all Evaluators (includes evaluation of any full-time faculty), and this was added to the pre-approved list.
- The committee discussed whether Evaluatees should also be eligible for Professional Development credit. No decision was reached, so this topic will return as an agenda item.
- *Announcements*
  - **May 1:** Continued work by sub-committee on revisions to guidelines and operating procedures
  - **May 22:** Regular Full Committee Meeting (last meeting until Fall 2017)

***Approved Faculty Workshop Proposals***  
***(April 24, 2017)***

<b>Submitted by</b>	<b>Workshop Title</b>
McFarland, Ron	Drone Education and Technology
Hooper, Lisa	Curriculum Revision & Introduction to eLUMEN
Clarke, Brenda	Bike Repair

**Approved Faculty Proposals for Professional Development  
(April 24, 2017)**

<b>Submitted by</b>	<b>Title/Description</b>	<b>Activity</b>
Andrade, Mehgen	Western Psychological Association 97th Annual Convention	Conference
Hinshaw, Susan	Brava! A Day of Theater	Conference
Iacenda, Ted	USC Nike Football Coaches Clinic 2017	Conference
Marcellin, Philip	National "e" License course"	Conference
Martinez, David	Engineering Liaison Council (Spring 2017 meeting)	Conference
McMahon, Heidi	Chemistry Collaboration: iPads in Chemistry Curriculum	Collaboration
Otoo, Samuel	2017 CCA SPRING CONFERENCE	Conference
Shepherd, Rebecca	Western Psychological Association Conference	Conference
Silva, Ambika	StatPREP 2017	Non-COC Provider Training
White, Lee	[3CSN] Introductory Reading Apprenticeship Workshop- CSU Channel Islands	Non-COC Provider Training
Wonser, Robert	IMPACT Conference	Conference

## Faculty Development Committee May 22, 2017 Meeting Summary

### By Teresa Ciardi, Co-Chair

#### *Members Present:*

- *Co-Chairs: Mehgen Andrade, Teresa Ciardi, & Nicole Faudree*
- *Administrative Director: Leslie Carr*
- *Members: Brandon Hilst, Ted Iacenda, Susan Ling, KC Manji, Galeen Roe, Gregory Shroust, Diane Sionko, and Cindy Stephens*

#### *Summary Points*

- It was questioned whether Professional Development credit should be given for the Evaluatee going through the tenure process? This item will be added to the September or October 2017 FDC agenda.
- The committee will vote to approve March, April and May minutes at the September meeting.
- The committee discussed changes to the Fall 2017 FLEX week schedule and approved the draft to be sent to the Academic Senate for approval with the notation that additional workshops may be added and/or moved. An additional eLumen workshop at the Valencia campus was suggested.
- The committee approved all workshops on the consent calendar. (see 2<sup>nd</sup> page of this summary)
- The committee reviewed and discussed all proposals and reports. All approved activities are listed on the 2<sup>nd</sup> page of this summary.
- The committee discussed whether Professional Development Credit should be granted for the orientation of new adjunct faculty by individual faculty. It was suggested that this activity be submitted as a collaboration and not be listed as a pre-approved activity.
- It was recommended that email be sent to faculty highlighting changes to the pre-approved list, and changes to policies and procedures. Changes in policy should also be discussed at school meetings.
- The full committee usually meets the 4<sup>th</sup> Monday of the month from 11:00am – 12:30pm, and voted to continue this meeting schedule, and to meet more frequently as needed.
- The committee discussed the draft of the Professional Development Guidelines and Operating Procedures and made recommendations for edits. Completion of this agenda item was tabled until Fall 2017.
- *Announcements*
  - Leslie will send us a final set of materials to review by email on May 31. It is respectfully requested that everyone review these last proposals and vote by email by June 2. I will send specific instructions the evening of May 31.

→ The chair(s) may review proposals and reports while off-contract for summer, if there is need, and if they choose to do so.

**Approved Faculty Workshop Proposals  
(May 22, 2017)**

Submitted by	Workshop Title
Burke, Kelly	What's in Your Water? A Photo Safari!
Anthony, Kevin	Interviewing for a Professional Postition
Burke, Kelly	Reading Apprenticeship and STEM: There IS time for reading strategies!
Burke, Kelly	We are a Campus that reads!

**Approved Faculty Proposals for Professional Development  
(May 24, 2017)**

Submitted by	Title/Description	Activity
Baber, Tim	AccurPress CNC Press Brake Training	Non-COC Provider Training
Baber, Tim	Hass Manufacturing Program Visit	Conference
Chari, Jeannie	Family Movie Night	Independent Project
Devlahovich, Vincent	NEA Grow Your Own Summit	Non-COC Provider Training
Eyrich, Sharon	Bob Pike Train the Trainers	Conference
Flynn, Elizabeth	TANGO / USCOTS - US conference on teaching statistics	Conference
Gerda, Joe	US Conference on Teaching Statistics	Conference
Kalusa, Travis	Pre Memorial Day Military Friendly Activity	Outreach
Kane, Belinda	Foothill High School League Meet	Outreach
Kubo, Kathy	Training a New Generation of Statistics Educators (USCOTS Pre-conference Workshops)	Non-COC Provider Training
Kubo, Kathy	US Conference on Teaching Statistics (USCOTS 2017)	Conference
Macpherson, W.	New Heights Panel Discussion: Building a Home Studio	Conference
Mahan, Tammy	WPA Conference 2017	Conference
Morinaka, Barry	IDS - Bioethics (Upper division university level course)	Non-COC Provider Training
Novick, Ashley	Professional Growth Advisor Training	Non-COC Provider Training
Palmer, Ana	Math 060/070 FIG	Collaboration
Peterson, Gina	Professional Growth Advisor Training	Non-COC Provider Training
Peterson, Gina	Faculty Initiative	Non-COC Provider Training
Silva, Ambika	TANGO / USCOTS - US conference on teaching statistics	Conference
Sionko, Diane	Digital Media and Business Educators Conference	Conference



Snead, Ashlei	Professional Growth Advisor Training	Non-COC Provider Training
Snead, Ashlei	Cultivating Your Early Education Leadership Skills	Non-COC Provider Training
White, Lee	IEPI building Bridges and Programs, Developing & Sustaining a Culture of Noncredit Summit	Conference
Wissmath, John	CCCFCA Executive Meeting (California Community College Fastpitch Coaches Association)	Conference

# Pre-Approved Professional Development Activities

The following activities have been approved for professional development. These activities do not require review by the committee, but may still require a proposal for listing purposes.

Documented activities and hours will be added to mylearningplan shortly after required proposal and/or information has been submitted.

Director: Leslie Carr <a href="mailto:Leslie.Carr@canyons.edu">Leslie.Carr@canyons.edu</a>	Lead Faculty Co-Chair: Teresa Ciardi <a href="mailto:Teresa.Ciardi@canyons.edu">Teresa.Ciardi@canyons.edu</a>
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Professional Development Activity	Information Needed From Organizer/Facilitator	Documentation Needed From Participant
<b>Film Series with Discussion</b> (2 hours per film)	<ol style="list-style-type: none"> <li>1. <i>Workshop Proposal</i> with Title of Film(s) in Series, Facilitator(s), Date(s), Time(s), &amp; Location(s)</li> <li>2. Sign in sheet with participants (submit after each film)</li> </ol>	
<b>Board of Trustees Meeting with Discussion</b> (3 hours)	<ol style="list-style-type: none"> <li>1. Facilitator(s)</li> <li>2. Sign in sheet with participants (submit after meeting has occurred)</li> </ol>	
<b>District Approved Online Trainings</b> (Such as Kognito, @One, Keenan, and Professional Learning Network)		<ol style="list-style-type: none"> <li>1. Title of Training</li> <li>2. Certificate of Completion showing number of hours</li> </ol> <p><b>(must total to at least 30 minutes)</b></p>
<b>Training/Orientation for Nursing Staff at Hospital</b>		<ol style="list-style-type: none"> <li>1. Name of Hospital</li> <li>2. Participant(s)</li> <li>3. Date</li> <li>4. Hours it took for training</li> </ol>
<b>Workshops on Curriculum</b>	<ol style="list-style-type: none"> <li>1. <i>Workshop Proposal</i></li> <li>2. Sign in sheet with participants (submit after workshop has occurred)</li> </ol>	
<b>On Campus Speakers</b>	<ol style="list-style-type: none"> <li>1. <i>Workshop Proposal</i></li> <li>2. Sign in sheet with participants (submit after talk has occurred)</li> </ol>	
<b>Getty Lectures</b> (2 hours per lecture)		<ol style="list-style-type: none"> <li>1. Title of Lecture</li> <li>2. Flyer or e-ticket documenting date and time</li> </ol>
<b>Webinars</b>  <b>(must total to at least 30 minutes)</b>		<ol style="list-style-type: none"> <li>1. Title(s) of Webinar(s)</li> </ol>

		2. Registration or Certificate of Completion showing number of hours
<b>SLO Workshops/Trainings</b>	1. <i>Workshop Proposal</i> 2. Sign in sheet with participants (submit after workshop has occurred)	
<b>Professional Development Activity</b>	<b>Information Needed From Organizer/Facilitator</b>	<b>Documentation Needed From Participant</b>
<b>Faculty Evaluations</b> (3 hours per evaluation)		1. Name(s) of faculty evaluated & date(s) evaluated.  <b><i>(Includes <u>all</u> evaluators)</i></b>
<b>Mind, Body, Wellness Events on Campus</b>	1. <i>Workshop Proposal</i> 2. Sign in sheet with participants (submit after workshop has occurred)	
<b>Books &amp; Ideas Workshops</b>	1. <i>Workshop Proposal</i> 2. Sign in sheet with participants (submit after workshop has occurred)	
<b>Program Review Workshops</b>	1. <i>Workshop Proposal</i> 2. Sign in sheet with participants (submit after workshop has occurred)	
<b>Civic Engagement Events by COC</b>	1. <i>Workshop Proposal</i> 2. Sign in sheet with participants (submit after workshop has occurred)	
<b>Honors Program Workshops</b>	1. <i>Workshop Proposal</i> 2. Sign in sheet with participants (submit after workshop has occurred)	
<b>Sociology Lecture Series</b>	1. <i>Workshop Proposal</i> with Title of Talk(s), Facilitator(s), Date(s), Time(s), & Location(s) 2. Sign in sheet with participants (submit after lecture has occurred)	
<b>Political Science Lecture Series</b>	1. <i>Workshop Proposal</i> with Title of Talk(s), Facilitator(s), Date(s), Time(s), & Location(s) 2. Sign in sheet with participants (submit after lecture has occurred)	

<b>Cultural Diversity Events</b>	<ol style="list-style-type: none"> <li>1. <i>Workshop Proposal</i></li> <li>2. Sign in sheet with participants (submit after workshop has occurred)</li> </ol>	
<b>Hazard Safety Training</b>	<ol style="list-style-type: none"> <li>1. <i>Workshop Proposal</i></li> <li>2. Sign in sheet with participants (submit after workshop has occurred)</li> </ol>	
<b>CCC Star Party</b> (2.5 hours)	<ol style="list-style-type: none"> <li>1. Sign in sheet with participants (submit after event has occurred)</li> </ol>	
<b>Friday with The Professors</b> (3 hours)		<ol style="list-style-type: none"> <li>1. Title of Lecture</li> <li>2. Date of presentation</li> </ol>
<b>Professional Development Activity</b>	<b>Information Needed From Organizer/Facilitator</b>	<b>Documentation Needed From Participant</b>
<b>Parenting Workshops</b>	<ol style="list-style-type: none"> <li>1. <i>Workshop Proposal</i></li> <li>2. Sign in sheet with participants (submit after workshop has occurred)</li> </ol>	
<b>Department/Program Meetings &amp; CWEE</b>	<ol style="list-style-type: none"> <li>1. Facilitator(s)</li> <li>2. Sign in sheet with participants (submit after meeting has occurred)</li> </ol>	
<b>EEO Training for Hiring Committees</b> (1 hour)		<ol style="list-style-type: none"> <li>1. Position for which training was required (i.e., Full-time Biology Faculty)</li> <li>2. Date of training</li> </ol>
<b>Nursing Accreditation Process</b>	<ol style="list-style-type: none"> <li>1. One <i>Collaboration Proposal</i> for Group, listing all who will be participating</li> </ol>	<ol style="list-style-type: none"> <li>1. Individual final report from each person describing contribution to the process, documentation of hours, and professional growth</li> </ol>
<b>Toastmasters Events</b>		<ol style="list-style-type: none"> <li>1. <i>Non-COC Training Proposal</i> which includes list of events and hours for each event</li> <li>2. Documentation of event, such as active link or hard copy of flyer</li> </ol>
<b>One-to-One Classroom Observations for the Purpose of Sharing Teaching Techniques (by mutual agreement)</b> (2 hours)	<ol style="list-style-type: none"> <li>1. <i>Collaboration Proposal</i> – with both participants listed</li> </ol>	<ol style="list-style-type: none"> <li>1. Documentation of date &amp; time of observation, date &amp; time of discussion, and number of hours</li> </ol>