



# College of the Canyons Academic Senate

September 9, 2021

3:00 p.m. to 4:50 p.m. Via Zoom

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/94982964798?pwd=eEc3MzVveERmVkZCenRvcGpQRWViQT09>

Meeting ID: 949 8296 4798

Passcode: 566961

One tap mobile +16699009128, US (San Jose) +12532158782, US (Tacoma)

## AGENDA

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

**ADA statement:** 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 Senate Office at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) College of the Canyons

### 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. Public questions or comments can be submitted via email at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:

<a href="#">Academic Senate Sub-Committee List</a>	SU 21 Selection Committees (pg.3 )
<a href="#">Collegial Committee List</a>	<a href="#">Tenure Committee 2021-2022 list</a>
<a href="#">Operational Committee List</a>	Joint Academic Senate/COCFA Instructional Evaluations Task Force & Members (pg. 3)
Tammera Stokes Rice, Curriculum Committee appointment (Fall semester interim appointment, Anne Marenco out on sabbatical)	

5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar

Academic Senate Retreat Summary, August 26, 2021 (pg. 4-10)	<a href="#">Program Viability Rising Scholars Vocational Program Proposal</a>
<a href="#">Updated Seniority List 2021-2022</a>	

### B. Reports

*These are informational items no discussion or action will be taken. However, clarification questions are welcomed.*

1. Policy Review Committee, Gary Collis (pg. 11-15)
2. Academic Senate Presidents Report, David Andrus

### C. Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. Revised Discipline memos & Discipline Assignments for new full-time faculty hired 8/13/2021

<b>Revised Discipline memos:</b>	Jonathan Ng, Counseling (pg. 19 )
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Dr. Kathy Bakhit, Educational Administrator, Economics & Noncredit Career Skills (Vocational Short-Term) (pg. 14-15)	Justin Hunt, Computer Information Systems (Computer Network Installation, Microcomputer Technology, Computer Applications) (pg. 20)
Jeremy Patrich, Revised Discipline memo, Geography & Earth Science (pg. 16 )	Karl Striepe, Political Science (pg. 21)
<b>New full-time faculty hired 8/13/2021:</b>	Miles Silverman, Chemistry (pg. 22 )
Alexandra Mokhnatkina, Biological Sciences (pg. 17)	Tom Gisel, Chemistry (pg. 23)
Carly Gott, Earth Science (pg. 18)	Urvashi Juneja, Computer Science (pg. 24)

2. Academic Senate Vacancies Memo, David Andrus (pg. 25)
3. Academic Freedom Committee Procedures (Chris Blakey) (pg. 26-32 )
4. Template Language of FTF Job Description, Dr. Omar Torres- (pg. 33-40 )

#### **D. Discussion**

*Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.*

1. BP/AP 5700 (Athletics), Gary Collis
  - a) BP 5700 (pg. 41)
  - b) AP 5700 (pg. 42)
2. BP/AP 5110 (Counseling), Gary Collis
  - a) BP 5110 (pg. 43)
  - b) AP 5110 (pg. 44-45)
  - c) COC's Existing BP 510 (Counseling) (pg. 46)
3. BP/AP 4050 (Articulation), Gary Collis
  - a) BP 4050 (pg. 47)
  - b) AP 4050 (pg. 48-49)
4. BP/AP 4070 (Course Auditing and Auditing Fees), Gary Collis
  - a) BP 4070 (pg. 50)
  - b) AP 4070 (pg. 51)
5. [Academic Senate Survey Results](#), David Andrus

#### **E. Unfinished Business**

*Below is a list of items that can be discussed for a future date.*

#### **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. Announcements**

- Next Academic Senate Meeting Fall 2021: Sept. 23<sup>rd</sup>, Oct. 7<sup>th</sup>, Oct. 21<sup>st</sup>, Nov. 4<sup>th</sup>, Dec. 6<sup>th</sup>
- [ASCCC Fall 2021 Academic Academy – Virtual Event](#), Oct. 7<sup>th</sup> – Oct. 9<sup>th</sup>, 2021.
- [ASCCC Fall 2021 Plenary Session – Hybrid](#), Nov. 4<sup>th</sup>- Nov. 6<sup>th</sup>.
- ACCCC Area C Meeting –*TBD*

#### **H. Adjournment**

**Summer 2021 Selection Committee list**

<b>First Name</b>	<b>Last Name</b>	<b>FTF/Adjunct</b>
Majid	Mosleh	FTF

**Joint Academic Senate/COCFA Instructional Evaluations Task Force**

<b>First Name</b>	<b>Last Name</b>	<b>FTF/Adjunct</b>
Andrew	Jones-Cathcart	FTF
David	Andrus	FTF
Julie	Johnson	FTF/CETL Committee
Katie	Coleman	FTF
Kelly	Burke	FTF
Michelle	LaBrie	FTF
Nicole	Faudree	FTF
Rebecca	Eikey	FTF
Regina	Blasberg	FTF
Robert	Wonser	FTF/CETL Committee

Academic Senate Retreat Meeting Summary for August 26, 2021

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	<i>Lisa Hooper proxy for Garrett Rieck</i>	X
Immediate Past President	Rebecca Eikey	A	At Large Senator	Ambika Silva	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	Gary Collis	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	Rebecca Shepherd	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mike Harutunian	X
VAPA Senator	David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Lauren Rome	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	A
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	Aaron Silverman	A
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members			
Dr. Omar Torres	X	Dr. Paul Wickline	X
Marilyn Jimenez	X	Nicole Faudree (COFA President)	A
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative (Abigail Royster)	X

Guest							
Alisha Kaminsky	X	Dr. Kathy Bakhit		Jennifer Smolos	X	Kelly Burke	X
Dr. Ann Hamilton	X	Dustin Silva		Jon Amador	X	Larry Alvarez	X
Chris Blakey	X	Evan Hawkins (FACCC)		Justin Hunt	X	Sab Matsumoto	X
Dilek Sanver-Wang	X	Herlim Li (FACCC)		Katie Coleman	X	Wendy Brill-Wynkoop	X

**A. Routine Matters**

1. Call to order: 3:03pm
2. Public Comment:
  - a) **Faculty Teaching In-Person Classes:** Many faculty have returned to teaching on campus and are very much enjoying it. There is now a check in station for everyone to check into prior to stepping onto campus. While many students were very concerned at returning to campus, many others are also very appreciative of the opportunity to attend classes in person.
  - b) **Science Lab Classes for spring 2022:** There was a questions regarding if the spring 2022 schedule has been finalized and if science lab classes are transferring. It is

important to offer in person classes for those students who are interested in attending in person. The intent for the District is to offer more in person classes, especially in those disciplines where it is highly contextualized and where students need that hands on exposure. This topic will be discussed at the upcoming IAC Instructional Advisory Council meeting. The idea is to give Dept. Chairs the flexibility to decide what works best for students and their Depts. For biology labs the intent is to also provide ample support through staffing which may entail having to do additional hiring in preparation for October-November. This will ensure necessary personnel can get cross trained and are ready to go for the spring semester. It is also important to ensure articulation is not being compromised for students. CSU is online approved through the end of the fall semester. The District is continuing to work with CSUs and UCs regarding articulation implications. If there are new Covid variants that arise, the schedule of classes needs to include caveat language that if classes cannot be offered in person they can revert to OnlineLIVE.

- c) **Academic Senate Meetings for fall 2021:** Last academic year it was confirmed that the participant’s window could be used to count votes. Roll call votes can be used when someone is teleconferencing in. However, anyone can make a quick request for an individual roll call vote such as it is done for attendance. As a reminder that for all voting matters, verbal motions will be solicited and the participants window in Zoom will be used to count votes. Votes can be selected using the Yes, or No reaction buttons. Everyone needs to make sure they are updating their Zoom software. If a vote does not appear in the participants window Marilyn will call on that Senator to double check. It might also be counted as an abstention if there is no response. This is required as meetings are public record per the Brown Act.

3. Approval of the Agenda

- a) Motion to approve the agenda by Tammera Rice, seconded by Gary Quire. Votes collected using the zoom participant’s window. Unanimous. Approved.

4. Committees Appointments:

- Dept. Chair, EMT, SB Tucker
- Dept. Chair, Networking Technology, Justin Hunt
- Tenure Committee Appointments

Gott	Carly	Geology	Jason Burgdorfer	Marco Llaguno
Silverman	Miles	Chemistry	Patricia Foley	Jason Oliver

5. Sub-Committee Summaries:

- Executive Committee Summary, May 20, 2021 (pg. 15-18)

6. Approval of the Consent Calendar:

- Academic Senate Summary, May 20, 2021 (pg. 3-11)
- Academic Senate Special Celebration Summary, June 3, 2021 (pg. 12-14)
  - a.) An announcement was made that the remaining Tenure committee compositions will be listed and included on the Sept. 9, 2021 agenda.

Recent summaries were also included on this retreat agenda so they could be approved in a timely manner.

- b.) Motion to approve the consent calendar by Peter Hepburn, seconded by Ambika Silva. Votes collected using the zoom participant's window.  
Unanimous. Approved.

**B. Presidents Report, David Andrus**

1. **Congratulations:** Newly hired full-time faculty! There will be approximately 8 more new FTF hired starting in spring 2022 and an additional 6 FTF in fall 2022. Congratulations to Alexandra Moknatkina from Biology, Carly Gott from Earth Science, Hilary Skoch from Nursing, Justin Hunt from Computer Networking, Karl Striepe from Political Science, Miles Silverman from Chemistry, Tiffany Diaz from Nursing, Tom Gisel from Chemistry and Urvashi Juneja from Computer Science.
2. **Academic Senate Survey Results:** The survey results demonstrated that there are many faculty who do want to obtain a greater understand of the Senate's role on campus. There are many faculty who do not immerse themselves in governance as how other faculty leaders do. It is important to have regular reaffirmation and understanding of the role of the Academic Senate.
3. **Climate Issues in the Classroom FLEX workshop:** David Andrus and Chris Blakey held a FLEX workshop last week regarding how to deal with difficult topics in the classroom. The issue of civility (civil discourse) was discussed. The campus is an educational institution, with a classically liberal educational approach in the sense of liberal democracy, meaning how to tolerate controversial ideas that push everyone forward as a people and as an institution. However, in the last few years due to changes in politics, the racial climate as it relates to George Floyd's murder, climate change and the pandemic - this has created a lot of anxiety for everyone. There is also a lot of potential conflict build into this environment. It is difficult to maintain a community in a remote environment. While it is not impossible, we are social people and there is a need to interact with one another. It is incumbent on faculty to model behavior that faculty ask of students and model in the classroom and in society. It is important to build community in the middle of uncertainty.
4. **Face to Face instructional issues:** A discussion will take place at IAC with department chairs regarding face to face instruction issues relating to public health. A recent MOU came out between the District and COCFA. Special thanks to Kelly, Nicole and the entire negotiations team. There has been much anxiety amongst Dept. Chairs regarding scheduling and how many face to face sections versus other modalities should be scheduled. Flexibility needs to be building into these sections as no one wants to come into an unsafe environment. Faculty need to do what they can to enhance the diversity of instruction and modalities for students. In collaboration with School Deans and the Office of Instruction, community is built by working together. It is important to maintain and develop a healthy ethos at COC.
5. **NEW naming of the Don Takeda Science Center at CCC!** The BOT approved the naming of the science building at Canyon Country as the Don Takeda Science Center. A ribbon cutting ceremony is scheduled for October. The building is now open for business. As a reminder the Academic Senate passed a resolution right before the pandemic and several faculty want to follow up on this resolution. A climate change resolution was also passed in 2019 which asked the Board to be thoughtful about policies on campus that could help mitigate climate change. David will also be

- following up on this resolution.
6. **Accreditation Year:** The Accreditation Team will be on campus visiting in the spring, 2022 semester. Just a reminder.
  7. **HyFLEX:** David met with Garrett Rieck and Regina Blasberg regarding High FLEX and its parameters last spring, 2021 semester. A work group will develop a new policy outlining what HyFLEX is in practice and what is the pedagogical delivery approach.
  8. **Upcoming Academic Senate Elections:** There are three vacancies: Two as School Senators, one Adjunct Senator due to a forced resignation from Carly Gott who is now full-time. The Const. & Bylaws. Committee will also be submitting some proposed change to these documents, possibly to include election changes.
  9. **Online Live/Online Training Requirements:** The Senate passed requirements last year which state that beginning fall 2022 if any faculty want to teach online they must participate in the 9 hours of training. This has been developed by the office of Online Instruction and will be delivered by the CETL instructors. Currently, as a reminder, anyone can teach OnlineLIVE so long as they are IOI certified.
  10. **Faculty offices:** Special thanks to Jason Burgdorfer and Marilyn Jimenez for handling the office lotteries for displaced faculty from BOYKIN Hall and for the new faculty. There was a need for an overflow office, however at this point it is not needed due to office spaces available at the new CCLB. For spring 2022 there will be a need for an overflow office and a possible second overflow space.

### C. Discussion

*Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.*

1. Responsibilities of the Academic Senate (10+1) and more
  - a. Academic Senate Survey results reiterated that many feel there is a need for more clarity regarding the role of the Academic Senate. Bargaining units handle work conditions and the Senate handles academic and professional matters. Working conditions during the pandemic are important to many. Shaping the professional standards of teaching at COC does fall to the Senate. An [Academic Senate Retreat Orientation PP 8.26.21](#) was shared which outlined the Senate's roles which included information on Legal Authority such as CA Education Code and [CA Title 5 Regulations](#). [CA Ed Code](#) is superior to Title 5. Title 5 includes CA Code of Regulations and is the force of law. [AB 1725](#) is the shared governance model for collegial consultation that was established in 1988. Academic Senate is charged with shaping the professional standards of academics. However this can also be a work load issue. It is the duty of the Academic Senate is participate in a shared governance model that is administered thought collegial consultation. The presentation also covered what is the role of the Academic Senate, the role of the Curriculum Committee, Academic & Professional Matters, COC Board Policy 7215, what are the powers?, What does Consult Collegially mean?, a definition of collegial consultation and an outline of the local Senate Constitution & Bylaws. The Constitution & Bylaws will be revised so that they don't have to be updated too often. Any changes to the Constitution needs to be adopted by a 2/3<sup>rd</sup> vote of the Senate and a majority ratification vote by the Faculty. The Bylaws only require the Senate's 2/3rds approval. The duties of School, At-Large and Adjunct Senators were outlined. President asked all senators to share any ideas they may have that can help make their time

serving on Senate more fulfilling and purposeful.

2. Brown Act and Robert's Rules of Order
  - a. The Brown Act was also outlined in the [Academic Senate Retreat Orientation PP 8.26.21](#) presentation. The Senate is a creation of the BOT and therefore beholden to the Brown Act. However, the ASCCC is a 501c3 and the Senate is its own legal entity. Some subcommittees of the Academic Senate are beholden to the Brown Act. The penalties for being in violation of the Brown Act, accidentally, are not significant. If a body has action items and there is a violation of the Brown Act then those actions are nullified and the body needs to go back and re-do those actions. The BOT adopts and the Academic Senate recommends items for policy. The presentation also outlined what is considered a meeting and why the Brown Act does not allow for serial meetings through intermediaries to discuss or take action on any item of business. The Brown Act also allows for teleconferencing in meetings, even prior to the pandemic.
3. Academic Senate Survey Results:
  - a. This item was tabled will come back as a discussion item on a future agenda. Academic Senate has been asked to run this survey again and to do this annual. If anyone has any questions regarding this survey they can contact David.
4. Senate Meeting Processes
  - a. **Brown Act Emergency Order:** As of October 1<sup>st</sup> the emergency orders will be lifted that allow teleconferencing for meetings via zoom in their current form. However, it is always possible that this will change per the Governor of CA and that the emergency order will be extended. For the time being meetings will continue virtually until Oct. 1<sup>st</sup>. As a reminder, agendas are currently posted on the glass window box outside of the Senate office, however they will now also be posted outside of SECO Hall in the same location where Marilu Ramirez posts the BOT agendas. There will be more discussion regarding where to post agendas at CCC.
  - b. **New Guidelines for Teleconferencing after Oct. 1st:**
    - i. **Publishing Addresses:** After October 1<sup>st</sup> once the agenda is published if anyone chooses to continue to teleconference that individual will need to provide their address from where they are teleconferencing and this will be published on the agenda. Individual names will not be aligned with the published addresses. If anyone's home address is outside of the jurisdiction it will need to be published. The address that is published will also need to be made available and accessible to the public for public comment. Doors need to be propped open and made accessible to the public. This can be a logistical challenge for offices that are not large enough to house large numbers of people, e.g., Counseling.
    - ii. **Posting Agendas as published addresses:** The agenda will also need to be posted 72 hours in advance at the addresses published. This will also apply to office locations on campus and main doors to buildings. It is recommended to have those who are teleconferencing at different locations to post the agendas on their doors. If someone is not available to be in the location they stated and that is published on the agenda what will happen? It would be recommended to provide notification 72 hours in advance if someone is not going to be in the jurisdiction area. David will discuss and obtain more information regarding this possible scenario and



- report back.
- iii. Meetings in BONH-330: Senators can still attend the meetings in BONH-330, as an overflow space but if anyone feels uncomfortable with sitting in the room due to COVID and wearing a mask they can teleconference. David will notify everyone in advance which conference room he will be in on campus beginning in October.
  - iv. Quorum for meetings: There was a clarification that if a member is outside of jurisdiction their presence will not count. The required minimum of Senators to meet quorum must be within the jurisdiction of the Senate and the District's service area. However if there are enough people in jurisdiction and Senate makes quorum then votes for those outside of the jurisdiction would still count for action items. There was a reminder that proxy's do not count for quorum.
  - v. Timeline for notification of address: If agendas are posted by the Monday of the week of the scheduled meetings it would be recommended to notify Marilyn of address locations the Friday before the week of the meeting. This will allow enough time to add addresses on the cover page of the agenda. The target date would be Friday at the close of business.
  - vi. Sub-Committee meeting format: Sub-Committee chairs can always include a Zoom link to all committee members. All committee members can teleconference post emergency orders, however quorum would need to be met by those within jurisdiction. This issue will be discussed with committee chairs at the Senate Executive Committee.
  - vii. LA County Dept. of Public Health: There is no way to socially distance in some office locations. However there are no social distancing requirements by the LA County Dept. Public Health. The agenda can include mitigating aspects that state the Senate is adhering to the Brown Act but it is not recommended due to public health purposes or due to logistical reasons.
- c. **Technology Conference rooms**: Jim Temple has also outfitted about 8 rooms on campus with technology that will allow for hybrid meetings. The rooms are equipped with microphones that will capture everyone in the room. The Academic Senate planning officers will be meeting soon to test out technology in a conference room for meetings after Oct. 1<sup>st</sup>.

## D. Reports

- 1. Legislative Advocacy & FACCC Update, Wendy Brill
  - a. Legislative Advocacy Report:
    - i. AB 361 (Open meetings: local agencies: teleconferences): The spirit of the Brown Act is to make sure that public business is done in a public setting, however this was written prior to the internet or zoom and zoom has now made public meetings more accessible. This bill helps to alleviate many of the need to publishing addresses. One of the amendments to these bills states that there needs to be some sort of emergency in order for some of these requirements to be in place. If this bill is not vetoed it will go into place in January 24, 2022. There is always the possibility that the governor creates another emergency order to keep things in place. There has now

been a huge increase in participation in public meetings around the country based on the accessibility of teleconferencing.

- b. FACCC Update: Wendy is the new Faculty Association of California Community Colleges (FACCC) President as of June 15, 2021. Wendy shared a FACCC presentation. Wendy got involved with FACCC back 2015. Wendy is a full-time faculty member in the photography department and has been teaching at COC for the past 25 years. She has been involved with Senate, was COCFA President and has been involved in state work. FACCC was founded in the 1950s and is a non-profit membership organization that exists by members' dues. This organization has been around longer than ASCCC and the unions. The mission of FACCC is to empower Faculty in the California Community Colleges. FACCC also empowers faculty to be part of the decision making process. Wendy outlined recent legislation of concern which includes:
  - c. AB 928 (Berman) (Student Transfer Achievement Reform Act of 2021: Associate Degree for Transfer Intersegmental Implementation Committee). This committee would be charged with improving transfer and creating auto placement in ADT's. This bill has made it out of appropriation and will be likely to pass the Senate and make it to the governor's office. The ASCCC, FACCC, Student Senate, CA League, the chancellor's offices and its trustees and CEO are against it. The sponsor for this bill is the Campaign for College Opportunity. This bill does not address the cost of college or student basic need. It also does not increase the capacity for CSU's and ADT is not a guaranteed pathway.
  - d. AB 111 (Postsecondary education: common course numbering system): This bill calls for all CCC's to use the same alpha number system for all courses. The author of the bill believes that students may be taking classes at multiple CCC's and taking the wrong classes. This bill asks that the CID designation number be used as the course number.
  - e. Much of the information regarding these bills can be found on the Governors Equity and Recovery report. Wendy also outlined a policy timeline that was put together by the Campaign for College Opportunity. This campaign is an outside, non-profit group. Anyone interested in joining FACCC can email Wendy.

#### **E. Announcements**

- Next Academic Senate Meeting Fall 2021: Sept. 9<sup>th</sup>, Sept. 23<sup>rd</sup>, Oct. 7<sup>th</sup>, Oct. 21<sup>st</sup>, Nov. 4<sup>th</sup>, Dec. 6<sup>th</sup>, 2021.
- ASCCC Fall 2021 Academic Academy – Virtual Event, Oct. 7<sup>th</sup> – Oct. 8<sup>th</sup>, 2021.
- ASCCC Fall 2021 Plenary Session – Hybrid Event, Nov. 4<sup>th</sup>- Nov. 6<sup>th</sup>, 2021.
- ACCCC Area C Meeting – *Virtual-TBD*.

**Adjournment:** 5:04 pm.

POLICY REVIEW COMMITTEE  
**A Subcommittee of the Academic Senate**  
**2021-2022 Committee Report and Summary**  
**to the Academic Senate**

**COMMITTEE MISSION STATEMENT**

The Policy Review Committee is a sub-committee of the Academic Senate. The Committee serves largely in an advisory and developmental capacity. To that end, the Committee shall work with members of the faculty, administration as well as all campus groups in order to address campus policy and procedural concerns in an inclusive and collegial manner. The Committee is not intended to maintain full representative membership. The Committee is a creation of the Academic Senate. As such, all resulting work product must receive approval of the representative Academic Senate.

**COMMITTEE MEMBERS**

Gary Collis, Chair  
Rebecca Shepherd  
Garrett Hooper  
Michael McCaffrey  
Erica Seubert  
Lori Marie Rios  
Christina Chung  
Nicole Faudree

**MEETING DATES AND TIMES**

- Thursdays 2:00 p.m. to 3:00 p.m. (Senate Meeting Thursdays)
- Thursdays 2:00 p.m. to 3:30 p.m. (Other Thursdays)

**SUMMARY**

The Santa Clarita Community College District (“District”), like most public institutions of higher education, has adopted and implemented a litany of policies and procedures that govern and control operations across the organization from the Board of Trustees internal operation to Student Services to Human Resources. In fact, COC has enacted more than 225 policies and nearly as many formal procedures. While some of the District’s policies and procedures are brief, many are lengthy, detailed, and complex. A significant percentage of those policies and procedures concern an “Academic and Professional Matter” (i.e., a 10+1 category) upon which the District must, pursuant to California law and the SCCCD’s shared governance policy, either reach “mutual consent” with the Academic Senate or “rely primarily on” the Academic Senate’s advice and judgment. Even those policies and procedures which concern matters that do not (or may not) constitute an Academic and Professional Matter nonetheless impact faculty, student learning, or institutional operations, such that collegiality, professionalism, and the spirit of shared governance make it necessary or appropriate for the Academic Senate to present the District with the faculty perspective.

The Policy Review Committee's workload is heavy because of the hundreds of District policies and procedures about which the Academic Senate must and should provide its judgment and advice. The workload is made heavier by ACCJC's Standards IB7 and IC5, which require that the District "regularly evaluate[] its policies and practices" to assure their effectiveness in supporting academic quality, accomplishment of mission, and for other purposes. In effect, this means that the Policy Review Committee by systematically review even those District policies and procedures that appear to be functioning effectively. Finally, the workload is regularly impacted by unforeseen events – such as the pandemic – requiring rapid adaptation and legal changes which themselves sometimes require timely action.

The Policy Review Committee's workload requires weekly meetings. In fact, the need for weekly meetings has grown as the District works to improve the regularity with which it reviews its policies and procedures. Meaningful policy review and development, however, remains a laborious process. Comprehensively reviewing and revising policy and procedure typically requires that the committee consider sometimes arcane legal issues, take notice of other California Community College's approaches to particular issues, and engage in collaborative meetings with representatives of various campus constituencies to understand and develop the content and substance the District's documents. Having the Policy Review Committee review policies and procedures prior to Senate consideration is an efficient and effective way of fulfilling the Senate's duty to provide the District with its advice and judgment on both "Professional and Academic Matters" and other important matters.

#### **POLICIES/PROCEDURES REVIEWED AND SUBMITTED BY THE COMMITTEE TO THE SENATE DURING THE 2020/2021 ACADEMIC YEAR)**

1. BP/AP 3910 (Time, Place & Manner)
2. BP/AP 4235 (Credit for Prior Learning)
3. BP/AP 3535 (Cameras)
4. BP 7210 (Academic Employees)
5. BP 4060 (Delineation of Functions Agreement)
6. BP/AP 4040 (Library Services)
7. BP/AP 4041 (The Learning Center)
8. AP 7120A (Recruitment & Selection: Academic Employees)
9. BP/AP 4232 (Digital Credentials)
10. BP 7215 (Academic Senate Participation in Collegial Consultation)
11. BP/AP 7360 (Discipline & Dismissal – Academic Employees)
12. BP/AP 5010 (Dual Enrollment)
13. BP 3250 (Institutional Planning)
14. AP 4250 (Academic Standing – Academic Probation, Subject to Dismissal & Dismissal)
15. AP 4251 (Progress Standing – Progress Probation, Subject to Dismissal & Dismissal)

#### **POLICIES/PROCEDURES ON THE COMMITTEE'S ACTIVE AGENDA**

1. BP/AP 4010 (Academic Calendar)
2. BP/AP 4025 (Philosophy and Criteria for Associate Degree and General Education)

3. BP 4226 (Multiple & Overlapping Enrollments)
4. BP 4050 (Articulation)
5. BP 4070 (Course Auditing and Auditing Fees)
6. BP/AP 5110 (Counseling)
7. BP/AP 5700 (Athletics)
8. BP/AP 7310 (Nepotism)

**OTHER POLICIES/PROCEDURES THAT WILL OR ARE REASONABLY EXPECTED TO BE CONSIDERED BY THE COMMITTEE IN THE 2021-2022 ACADEMIC YEAR**

1. BP/AP 4100 (Associate Degree and Nursing Certificate Requirements)
2. BP 4106 (Nursing Program)
3. BP/AP 4225 (Course Repetition)
4. BP/AP 4233 (Attendance)
5. BP/AP 4260 (Prerequisites/Co-requisites/Advisories and Limitations on Enrollment)
6. BP/AP 4300 (Field Trip Activities)

**Hierarchy of Legal Authority**

- (Federal Law, if Applicable or Preempting State Law)*
  - California Educational Code (Administrative)
  - California Code of Regulations (Title 5) (Regulatory)
  - Board Policy (BP)
  - Administrative Procedure (AP)
  - Internal Senate Procedures
  - Misc. Campus Procedures (Ex. AA Guest Speaker Guidelines)
- \*ACCJC Accreditation Standards (Shrouds the entire hierarchy.)

# ***HUMAN RESOURCES OFFICE***

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Date: May 17, 2021  
To: David Andrus  
President, Academic Senate  
From: Linda Clark  
Senior Human Resources Generalist (Faculty)  
Subject: Discipline Assignment for Dr. Kathy Bakhit

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Name: Kathy Bakhit

Position: Interim Dean, School of Mathematics, Sciences, and Engineering and Interim Dean, School of Health Professions and Public Safety

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.

Kathy Bakhit meets the minimum qualifications with:

- MS in Economics, Cal Poly, Pomona
  - Doctorate in Organizational Leadership, University of La Verne
  - 6.10 years of leadership experience; Vice President, Dean, Associate Dean
- 

Discipline Assignment: **Economics**

The minimum qualifications for the discipline of Economics:

- Possession of an **unexpired** California Community College Instructor Credential in Economics.  
**OR**
- ✓ Master's degree in Economics;  
**OR**
- Bachelor's degree in Economics AND Master's degree in business, business administration, business management, business education, finance, or political science.

Kathy Bakhit meets the minimum qualifications with:

- MS in Economics, California Polytechnic State University
- 

Discipline Assignment: **Noncredit Career Skills (Vocational Short-Term)**

The minimum qualifications for the discipline of Vocational (Short-Term) Noncredit:

- ✓ Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught; OR
- Any associate degree and six (6) years of occupational experience related to the subject of the course taught; OR

- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter; OR
- For courses in an occupation for which the District offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.

Kathy Bakhit meets the minimum qualifications with:

- BA Economics, Cal Poly, Pomona
- 8 years as Tenure faculty in Economics, 7.25 years of leadership experience

# **HUMAN RESOURCES OFFICE**

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Date: June 7, 2021  
To: David Andrus  
President, Academic Senate  
From: Linda Clark  
Senior Human Resources Generalist (Faculty)  
Subject: Revised Discipline Assignment for Jeremy Patrich

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Name: Jeremy Patrich  
Position: Geography Instructor  
Discipline Assignment: Geography

The minimum qualifications for the discipline of Geography:

- Master's degree in Geography OR;
- Bachelor's degree in Geography AND Master's degree in Geology, History, Meteorology, or Oceanography OR;
- **Equivalency:** An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Jeremy Patrich meets the minimum qualifications with:

- Master's degree in Geography from California State University, Northridge
- 

Position: Geography Instructor  
Discipline Assignment: Earth Science

The minimum qualifications for the discipline of Earth Science:

- Master's in geology, geophysics, earth sciences, meteorology, oceanography or paleontology **OR**
- ✓ Bachelor's in geology AND Master's in geography, physics, or geochemistry **OR**
- **Equivalency:** An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.

Jeremy Patrich meets the minimum qualifications with:

- Bachelor's degree in Geology from University of Florida
- Master's degree in Geography from California State University, Northridge



# ***HUMAN RESOURCES OFFICE***

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Date: September 1, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Alexandra Mokhnatkina

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Name: Alexandra Mokhnatkina  
Position: Biology Instructor  
Discipline Assignment: Biological Sciences

The minimum qualifications for the discipline of Biological Sciences:

- ✓ Master's degree in any biological science OR;
- Bachelor's degree in any biological science AND Master's degree in biochemistry, biophysics, or marine science

Alexandra Mokhnatkina meets the minimum qualifications with:

- Master's degree in Biology from California State University, Northridge
- 

Discipline Assignment: Health

The minimum qualifications for the discipline of Health:

- ✓ Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition or public health OR;
- Bachelor's degree in any of the above AND Master's degree in any biological science OR;
- The equivalent

Alexandra Mokhnatkina meets the minimum qualifications with:

- Master's degree in Biology from California State University, Northridge

# ***HUMAN RESOURCES OFFICE***

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Date: September 1, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Caroline Gott

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Name: Caroline Gott

Position: Geology Instructor

Discipline Assignment: Earth Science

The minimum qualifications for the discipline of Earth Sciences:

- ✓ Master's degree in geology, geophysics, earth sciences, meteorology, oceanography or paleontology OR;
- Bachelor's degree in geology AND Master's degree in geography, physics, or geochemistry OR;
- Equivalency: An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.

Caroline Gott meets the minimum qualifications with:

- Master's degree in Geological Sciences from University of California, Riverside

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Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

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Date: September 1, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Jonathan Ng

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Name: Jonathan Ng

Position: Black Student Success Counselor

Discipline Assignment: Counseling

The minimum qualifications for the discipline of Counseling:

- ✓ 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;
- Bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT)

Jonathan Ng meets the minimum qualifications with:

- Master's degree in Educational Counseling from University of Southern California

# ***HUMAN RESOURCES OFFICE***

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Date: September 1, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Justin Hunt

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Name: Justin Hunt

Position: Network Technology Instructor

Discipline Assignment: Computer Information Systems (Computer Network Installation, Microcomputer Technology, Computer Applications)

The minimum qualifications for the discipline of Computer Information Systems (Computer Network Installation, Microcomputer Technology, Computer Applications)

- 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.

Justin Hunt meets the minimum qualifications with:

- Associate degree in Computer Networking from College of the Canyons and six (6) years of professional experience directly related to the faculty member's teaching assignment

# ***HUMAN RESOURCES OFFICE***

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Date: August 24, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Karl Striepe

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Name: Karl Striepe

Position: Political Science Instructor

Discipline Assignment: Political Science

The minimum qualifications for the discipline of Political Science:

- ✓ Master's degree in political science, government, or international relations OR;
- Bachelor's degree in any of the above AND Master's degree in economics, history, public administration, social science, sociology, and any ethnic studies, Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.)

Karl Striepe meets the minimum qualifications with:

- Master's degree in Social and Political Thought from University Sussex

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Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

---

Date: August 24, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Miles Silverman

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Name: Miles Silverman

Position: 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 OR;
- Equivalency: Any Master's degree from an accredited institution of higher education AND successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Miles Silverman meets the minimum qualifications with:

- Master's degree in Chemistry from University of California, Los Angeles

# ***HUMAN RESOURCES OFFICE***

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Date: August 24, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Thomas Gisel

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Name: Thomas Gisel

Position: 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 OR;
- Equivalency: Any Master's degree from an accredited institution of higher education AND successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units

Thomas Gisel meets the minimum qualifications with:

- Bachelor's degree in Biochemistry from University of Wisconsin – Madison
- Master's degree in Biochemistry from University of Wisconsin – Madison

Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

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Date: August 24, 2021

To: David Andrus  
President, Academic Senate

From: Kendra Dalton  
Senior Human Resources Generalist

Subject: Discipline Assignment for Urvashi Juneja

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Name: Urvashi Juneja  
Position: Computer Science Instructor  
Discipline Assignment: Computer Science  
The minimum qualifications for the discipline of Computer Science:

- ✓ Master's degree in computer science or computer engineering OR;
- Bachelor's degree in either of the above AND Master's degree in mathematics, cybernetics, business administration, accounting or engineering OR;
- Bachelor's degree in engineering AND Master's degree in cybernetics, engineering, mathematics, or business administration OR;
- Bachelor's degree in mathematics AND Master's degree in cybernetics, engineering, mathematics, or business administration OR;
- Bachelor's degree in any of the above AND A Master's degree in information science, computer information systems, or information systems OR;
- Equivalency: Any Master's degree from an accredited institution of higher education AND successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.

Urvashi Juneja meets the minimum qualifications with:

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

Santa Clarita Community College District  
COLLEGE OF THE CANYONS



## ACADEMIC SENATE ACTION ITEM

### **ACTION ITEM TOPIC:**

Academic Senate Vacancies Confirmation

### **ISSUE/ITEM BACKGROUND:**

Article V, Section 4 of the COC Academic Senate Constitution states, *“Senate vacancies in office shall exist as so declared by a two-third majority of the Academic Senate upon acknowledgement of resignation, sabbatical leave of absence, recall, non-performance or other incapacity.”* The intent of this procedural requirement is to ensure transparency, the absence of any conflict of interest, or any other unintentional or undue impact on a sitting member of the Academic Senate. At present, the Constitution and Bylaws Committee is reviewing all provisions of those documents for possible revision and amendment. The ongoing necessity of this provision can be discussed at a future date when those governing documents come before the Senate. But for now, there is a standing requirement that the Senate formally acknowledge existing vacancies.

The Academic Senate Elections Committee cannot proceed with an election until the vacancies have been so declared by a 2/3 vote of the Academic Senate. For the 2021/22 academic year there are three vacancies. They are:

#### **1. Academic School Senator - Kinesiology/PE/Athletics**

-On June 3, 2021 Phil Marcellin notified Academic Senate President, David Andrus via e-mail that he was vacating his seat.

#### **2. Academic School/Division Senator – MSHP**

-The MSHP School is split into two Divisions: (1) Math, Sciences and Engineering, and (2) Health Professions and Public Safety. At present, the Health Professions Division is vacant. Mary Corbett from Nursing had served as an At-Large Senator until last spring, 2021 when her term ended. By default, she was able to keep HPPS updated on Senate matters. A special election is necessary to fill this gap in faculty representation.

#### **3. Academic Adjunct Senator - (1 Seat Vacancy)**

-Carly Gott was formally hired as a full-time faculty member per Board of Trustees action on August 11, 2021. Consequently, Carly’s Adjunct Senate seat was a forced resignation by circumstance.

Any newly elected Senator to any of these three seats will serve out the remainder of the original 2-year term that began in fall, 2020.

### **ISSUE/ITEM TO BE ADOPTED:**

The Academic Senate hereby acknowledges the three Senate seats listed above to have been formally vacated.

**Committee on Academic Freedom**  
**Purposes and Procedures V.7 (DRAFT)**  
2020-2021

**I. Purpose**

The purpose of the Committee on Academic Freedom (CAF) is the following:

First, the Committee on Academic Freedom will make formal recommendations and/or clarifications to the Academic Senate on matters of dispute or controversy relating to academic freedom, including alleged violations of Board Policy 4030 (Academic Freedom).

Second, the CAF will offer informal advice or guidance on matters of academic freedom to faculty members who request it.

Third, the CAF will undertake initiatives to provide educational opportunities to the campus community with respect to academic freedom.

Fourth, the CAF will take on any other related activity assigned it by the Academic Senate.

**II. Membership**

Membership as defined by AP 4030 (Academic Freedom) shall consist of the following:

- At least three faculty appointed by the Senate for the term of one academic year, one of whom will be designated chair.
- The President of the College of the Canyons Faculty Association (COCFA), or that person's designee.

- The President of the American Federation of Teachers, Local 6262 (AFT), or that person's designee.
- Additional non-voting members may serve temporarily, at the request of the Senate, when their specialized training or expertise on a particular issue under consideration by the Committee may be helpful.
- The Senate will strive to include both full-time and part-time faculty members on the Committee.
- Given that listening to and trying to understand diverse perspectives are critical issues in our culture right now as well as central values in academia, the Senate will strive to include members from varied backgrounds and experiences on the Committee.

### **III. General Operational Procedures**

1. Any person serving on the Committee in more than one capacity, such as a member appointed by the Senate who is also COCFA President, shall only be entitled to a single vote on committee issues.
2. The Committee is empowered to engage in all action allowed by AP 4030 (Academic Freedom) despite failure of the COCFA or AFT committee members to participate or attend the committee's meetings.
3. Any Committee members having a direct interest in a matter under the Committee's consideration shall disclose the interest and recuse themselves from participation in that matter. In that event, the Senate may appoint a suitable replacement for the limited purpose of participating in the Committee's work on that matter.
4. Committee meetings may be conducted only if a quorum is present. A quorum is defined to be a majority of the Senate-appointed members only. The absence of the President of COCFA and/or AFT, or their respective designees, shall not deprive the Committee of a quorum.
5. Decisions of the Committee shall be made by a vote of a majority of its members during a noticed Committee meeting having a quorum.
6. The Committee shall meet at least twice a semester, but may meet as often as the Committee determines is necessary to complete Committee work.

7. The Committee shall have wide discretion to consider, receive, and solicit information and evidence from outside sources, whether documentary or otherwise, to assist and inform its work and affix weight and significance to the information and evidence. The Committee's exercise of its investigatory and deliberative discretion shall be impartial and reasonable under the totality of the circumstances, as determined by the Committee.
  
8. If, at any time, after submitting either a formal (conditional) report or an informal statement on a concern involving a possible violation of academic freedom, the Committee is notified, with reasonable evidence, that a retaliatory action has occurred, the Committee will communicate this to the President of the Academic Senate President, as well as the President of the College of the Canyons Faculty Association (if the relevant faculty member is full-time), or the President of the American Federation of Teachers, Local 6262 (if the faculty member is part-time).

#### **IV. Procedures on Requests for Formal Recommendations**

When a request for a formal recommendation on a particular matter is made to the Committee on Academic Freedom (CAF), the Committee will undertake to provide a Conditional Report on the matter, subject to the procedures and qualifications outlined below, in accordance with the directives contained in AP 4030 (Academic Freedom) and BP 4030 (Academic Freedom).

1. Matters for initial presentation to the Committee shall be communicated to the Chair of the CAF so the matters may be included on the official meeting agenda.
  
2. When the source of a request for a formal recommendation is the Academic Senate, the CAF Chair shall present the matter to the Committee for consideration. When the source of the request is other than the Academic Senate, then the Committee member initially notified of the matter will present the matter to the Committee.
  
3. After the matter has been adequately presented to the Committee, the Chair shall ensure equitable opportunity for all Committee members to offer initial input on the matter. Any persons in attendance who are not members of the Committee may also offer initial input.
  
4. After there has been equitable opportunity for initial discussion, the Committee will formulate together an initial plan on how to proceed in its consideration and deliberation

on the matter. The Committee will undertake its mission in a deliberate and unhurried manner, with an extended period of time (over multiple meetings or semesters) taken as the norm for its processing of requests for formal recommendations.

5. At subsequent meetings, the Committee shall continue to discuss, gain further input (documentary or testimonial), ask questions, and deliberate about the matter. Persons who are not members of the Committee may continue to offer input when they so desire, or when specifically asked by the Committee to do so.
  
6. At times deemed appropriate by the Committee, and prior to the creation of a Conditional Report, the committee shall provide notice of a matter to any administrator or department chair who the Committee determines has, or may have, a direct or substantial interest in the matter to allow those parties a reasonable opportunity to provide relevant documentary or other information regarding the matter to the Committee. In doing so, the Committee may opt to describe the case in terms that preserve anonymity (e.g., “Instructor #1, etc.). The Committee will make every effort to preserve confidentiality, where this is possible, but the Committee cannot, however, maintain or promise to maintain confidentiality to the extent such confidentiality is made impossible, impracticable, unlawful, or violative of any other District policy and procedure. Moreover, the Committee has the discretion to decide, after hearing the formal matter, that attempting to preserve confidentiality would be harmful to the Senate, the campus community, or other faculty.
  
7. After all avenues of relevant information have been satisfactorily explored, and after various possible or alternative positions on the matter have been articulated and clarified to the members’ satisfaction, during a CAF meeting, the Chair will call for a motion in favor of one of the possible positions or recommendations that have been discussed. If there is a motion in favor of a position or recommendation, and if there is a second to that motion, a formal vote will then be taken. If it is not the case that a majority finds this initial position favorable, then a motion may be made for a vote on an alternative position. If there is a second, then a formal vote will be taken on this alternative position.
  
8. When, by majority vote, the Committee favors a particular position or recommendation on a formal matter, the Committee will undertake to formulate a Conditional Report in which it provides its considered view on the matter. This Conditional Report may include dissenting arguments or concerns, where the Committee sees fit. This Conditional Report will be submitted to the President of the Academic Senate, as well as to the parties requesting the report, subject to any restrictions by FERPA and other

privacy rules and regulations. Again, the Committee may attempt to preserve anonymity as in IV.6.

9. The Senate may return the Conditional Report to the Committee for its reconsideration, or further consideration of any point related therein, or any related point. If this occurs, the CAF will undertake to do so using the above guidelines in its reconsideration process. After which time, the CAF will submit its revised Conditional Report to the President of the Academic Senate and other relevant parties as noted in IV.6.
10. At any point after the initial discussion of the matter, any member of the Committee may motion that the issue does not in fact raise an issue of academic freedom of such significance to warrant Senate involvement or that a Conditional Report is unjustified or unwise. And if there is a second to this motion, then the Committee will take a vote. If a majority are in agreement, then the matter will be removed from the discussion. The Committee shall, in writing, explain its reasons for declining to issue a Conditional Report to the Academic Senate and to the party or parties that initiated the matter.
11. If, after the CAF declines to issue a Conditional Report, the Senate nonetheless directs the Committee to prepare a Conditional Report, the Committee shall endeavor to do so according to the procedures outlined above.
12. Any Conditional Report that has been submitted by the CAF to the Academic Senate, and which is approved by the Academic Senate, becomes the Final Report on the matter initially presented. The Final Report constitutes the studied interpretation, opinion, recommendation and finding of the Senate on the matter.

**V. Procedures on Requests for Informal Advice or Guidance**

When a request for informal advice or guidance on a particular matter is made to the Committee on Academic Freedom (CAF), the Committee will undertake to provide such advice or guidance subject to the procedures and qualifications outlined below, in accordance with the directives contained in AP 4030 (Academic Freedom) and BP 4030 (Academic Freedom).

1. Informal matters for initial presentation to the Committee shall be communicated to the Chair of the CAF so the matters may be included on the official meeting agenda.
2. When a faculty member requests informal advice or guidance from the CAF, the Committee member to whom the request was initially made will present the informal matter to the Committee for consideration.

3. When the informal matter has been adequately presented to the Committee, the Chair shall ensure equitable opportunity for all Committee members to offer initial input on the informal matter.
4. After there has been equitable opportunity for initial discussion, the Committee will formulate together a plan on how to proceed in its consideration and deliberation on the matter.
  - a. If the issue is one which allows for a timely response, and the Committee agrees on said response by majority vote, then the Committee will respond as soon as possible to the party requesting advice by way of an informal written statement.
  - b. If the issue is one which the Committee believes will require more consideration, the Committee may decide to provide the requesting party its preliminary thoughts on the matter, and will then proceed to deliberate further on the issue.
5. In either case (4.a/4.b), after all avenues of relevant information have been satisfactorily explored, and after various possible positions on the matter have been articulated and clarified to the members' satisfaction, during a CAF meeting, the Chair will call for a motion in favor of one of the possible positions or recommendations discussed. If there is a motion in favor of a position or recommendation, and if there is a second to that motion, a formal vote will then be taken. If it is not the case that a majority finds this initial position favorable, then a motion may be made for a vote on an alternative position. If there is a second, then a formal vote will be taken on this alternative position.
6. When, by majority vote, the Committee favors a particular position on an informal matter, the Committee will formulate an informal written statement of this position or recommendation. The Chair of the CAF will communicate the committee's findings to the party who initially brought the request to the committee. The Chair of the committee may also communicate this position or recommendation to the President of the Academic Senate.
7. If the faculty member requesting advice or guidance on an informal matter asks for confidentiality, the Committee shall preliminarily and presumptively undertake all reasonable measures to maintain the confidentiality of the information disclosed to the Committee and the Committee's advice and guidance. The Committee cannot, however, maintain or promise to maintain confidentiality to the extent such confidentiality is made

impossible, impracticable, unlawful, or violative of any other District policy and procedure. Moreover, the Committee has the discretion to decide, after hearing the informal matter, that maintaining confidentiality would be harmful to the Senate, the campus community, or other faculty. In the event that the Committee determines that maintaining confidentiality would be harmful to the Senate, the campus community, or other faculty, it shall present the informal matter to the Senate President who may instruct that the CAF to maintain confidentiality to the extent allowable under this procedure, or prepare a Conditional Report.



**Santa Clarita Community College District  
COLLEGE OF THE CANYONS  
announces an employment opportunity for  
XXX**

**Full-Time Tenure Track  
Position # ACAXX-XXX  
Review Date: XXX**

This position is a high priority for our District for the 2020-2021 year and is contingent upon continue available district, grant and state funding.

## Who We are

The Santa Clarita Community District is committed to achieving educational equity for all students. As presented in our District Strategic Plan, which focuses on Access, Engagement, and Success, “Equity, inclusion, and diversity are not goals in themselves, but ideologies embedded in all actions and planning across all departments and functions of our college and its two campuses.” These areas of focus demonstrate a resolve to focus on student success and confirm that we are at the forefront of change with integrated planning efforts that both evolve and anticipate the needs of our students. We provide students with a rich and dynamic learning experience that embraces differences — fostering healthy inclusion through inquiry, shared dialogue and reflection to ensure that we promote a sense of community, collegiality and cooperation. When you join our team at the Santa Clarita Community College District, you can expect to be part of an inclusive, creative, flexible, innovative and equity-focused community that engages students, each other, and the community in scholarly inquiry, creative partnerships, and the application of knowledge and success.

## The College and the District

College of the Canyons is part of the Santa Clarita Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 32,000 students each academic year. College of the Canyons has a diverse student population that reflects our focus on enhancing the educational attainment and economic well-being of the community we proudly serve. Detailed information about our student population, including data related to student success, can be found on the College of Canyons Office of Institutional Research, Planning and Institutional Effectiveness (IRPIE) website. Additionally, College of the Canyons, was recently honored as a 2021 Bellwether College Consortium award winner, was honored in 2018 and 2019 with the Champion of Higher Education award, was ranked #1 in Los Angeles County during 2019 as the best two-year college for adult learners, and is rated #1 in Los Angeles County for completion rates by college-prepared students. It is distinguished as one of the top transfer institutions in Los Angeles County.

## Who We Want

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities, and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate must be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who share our commitment to closing equity gaps. The Santa Clarita Community College District seeks leaders possessing a strong grounding in academic and student services programs and a thorough understanding of the primary mission of the community college. We seek employees that value mentorship and working in a collegial, collaborative environment, who are conscientious risk takers and transformational leaders guided by a commitment to helping all students achieve their educational goals.

announces an employment opportunity for

XXX

Full-Time Tenure Track

Position # ACAXX-XXX

Review Date: XXX

**"BIG PICTURE" RESPONSIBILITY:** College of the Canyons is seeking a faculty leader in the area of XXX. This is a 10-MONTH professional, full-time tenure track position beginning August 13, 2021. The position may include a combination of teaching, department, college, and community leadership functions. Assignment may include day, evening, and weekend duties at all District sites.

## ESSENTIAL DUTIES:

- XXX
- Develops and revises appropriate credit and noncredit program and course curriculum in response to discipline and workforce needs.
- Maintains office hours and participates in department, division, and college committees and governance.
- Participates in and implements departmental and college program reviews.
- Participates in additional faculty responsibilities, including college decision-making activities related to professional and academic matters. The activities will occur within the department as well as in the larger College setting and at all district campuses.
- Engages in ongoing professional development and preparation related to best practices associated with pedagogy, andragogy, and all instructional (including virtual) teaching modalities to address anticipated student and instructional delivery needs.
- Participates in all course, program and institutional Student Learning Outcome (SLO) assessment processes.
- Performs other duties as assigned.

### Minimum Qualifications:

- XXX

### Equivalencies\*?

\*Applicants who meet equivalent qualifications must also submit a Request for Equivalency Form.

\*Note to current COC adjunct instructors in the discipline: If you were qualified and hired under the previous set of equivalencies, you may still qualify for this position. Please contact Human Resources.

### Required licenses/certifications:

Santa Clarita Community College District  
COLLEGE OF THE CANYONS  
announces an employment opportunity for

XXX

**Full-Time Tenure Track**  
**Position # ACAXX-XXX**  
**Review Date: XXX**

**Desirable Knowledge, Skills, Experience and Abilities:**

- **XXX**
- Commitment to maintain currency in the discipline, including use of advanced technology required in the discipline.
- Experience with online teaching and pedagogy is desired.
- Strong commitment to professional growth and development, and to the continued innovation and improvement of successful teaching.
- Ability to work effectively with computers and other forms of advanced technology utilized in providing high quality instruction and the understanding and successful use of learning technology.
- Willingness to facilitate and encourage student success by working to develop varied and innovative academic learning environments.
- Ability to communicate professionally and clearly with students and staff, both orally and in writing.
- Demonstrated ability to establish and maintain positive and effective working relationships with on-campus groups (including students, faculty, administrators and staff), as well as, off-campus community and education partners.
- In addition to being well qualified to teach in their respective disciplines, it is desirable that faculty have additional abilities and interests in contributing to other professional pursuits at the College, such as: instructional innovation, second language ability, sponsoring clubs, new program development, student success initiatives and community outreach.
- Demonstrated sensitivity to, and understanding of, the diverse academic, socio-economic, cultural, ethnic and disability backgrounds of community college students.

**Professional Responsibilities:**

- Faculty members at College of the Canyons facilitate student learning by working to develop every student's abilities and by designing varied and exciting learning environments.
- Faculty members work as team members with all staff, create innovations in teaching and learning methods, and work to provide an environment for students to be partners in learning.
- Faculty members also assist in program planning, carry out related projects and evaluate related department programs and faculty.
- Faculty members carry out their professional responsibilities by participating in the college decision-making activities related to academic and professional matters via meetings, by participating on project teams, by engaging in ongoing and meaningful professional development, and by providing support to students on a one-to-one and small group basis at regularly scheduled times.

**COLLEGE OF THE CANYONS**  
**announces an employment opportunity for**  
**XXX**

**Full-Time Tenure Track**  
**Position # ACAXX-XXX**  
**Review Date: XXX**

In addition to professional expertise in teaching within the discipline, applicants should possess the following abilities and attitudes that have been identified as important to successful performance in the position.

**Professional Abilities:**

- Success and commitment as a team player, including the ability to engage in cooperative problem solving;
- Success at initiating, executing and following up on projects, including the ability to set specific objectives and measure achieved results;
- A commitment to the mission and values of the community college;
- A positive attitude, including the ability to foster collegiality;
- Flexibility, including the acceptance of and willingness to change;
- Open-mindedness, including fairness and the ability to see multiple perspectives;
- The willingness to take risks and be innovative;
- A willingness to see complex tasks through to completion; and
- The willingness to accept responsibility for professional and personal growth.

**Conditions of Employment :**

- Ten-month position; anticipated starting date **August 13, 2021** (start date not negotiable) – **will be updated for Counseling positions**
- Initial Salary Placement on Academic Salary Schedule **X** is dependent on education and experience. Salary range is from: \$59,556 – 94,680 \$annually (adjusted for 12 months of pay per year). Column placement is based on education and step placement will be based on years of professional experience, not to exceed nine (9) years' experience for a maximum placement of Step 10: For details, click on link to Academic Salary Schedule
- Part of the teaching assignment may be evenings and/or weekends at all District sites.
- The instructor may be expected to deliver instruction utilizing nontraditional delivery methods.
- An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.
- Official transcript must be submitted upon offer of employment.

- Position is contingent upon funding and is subject to change.

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announces an employment opportunity for**

**XXX**

**Full-Time Tenure Track**

**Position # ACAXX-XXX**

**Review Date: XXX**

**Physical Characteristics: Additional Physical Characteristics?**

Position will require extended periods presenting material in a classroom setting, and frequent periods of movement from one area to another, which may include traversing to different floors of a building. Requires use of a computer and related equipment; frequent exertion of 10-20 pounds of force to move objects; communicating and providing information to others; and travel from site-to-site. In the event of an emergency, employees will be relied upon to serve as emergency workers.

**About the District: New version updated 2019**

Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, they are embodied by the faculty, staff and administrators who make this college unique among the 115 California Community Colleges. Established in 1969, College of the Canyons is among the fastest-growing colleges in California and the nation. It is widely recognized as a model community college for enhancing student access, success and equity. Its completion rates rank among the highest in the state. The college has established a well-deserved reputation for bolstering economic development and offering innovative career technical education responsive to industry needs

Guided by visionary leadership, the college serves a 367-square-mile area of northern Los Angeles County that includes the dynamic, growing Santa Clarita Valley. A steady influx of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative and attuned to the community's evolving needs. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college's influence in the community is best illustrated by the dozens of collaborative partnerships it has forged with local school districts, government entities and service organizations. Examples include the Performing Arts Center's K-12 Arts Education Outreach initiative, which allows thousands of children to experience the arts each year, and Academy of the Canyons, an early/middle college high school at the Valencia campus that is ranked among the top 10 percent of high schools in the nation.

With campuses in Valencia and Canyon Country, the college offers 92 associate degree programs, including 23 associate degree for transfer (AD-T) options, as well as 71 certificate programs. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions.

Additional educational opportunities exist at the University Center, whose four-year colleges and universities offer approximately 30 bachelor's, master's and doctoral degree programs, as well certificate and credential programs.

Because of the college's commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than \$240 million since 2001. The

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college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities built to accommodate them.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us to discover unexpected possibilities, the freedom to innovate and an opportunity to shape the future.

**APPLICATION AND SELECTION PROCESS:** Applicants are encouraged to complete their applications online. Please visit our website at <http://www.canyons.edu/Offices/HumanResources>. If you require assistance, please call the Human Resources Department at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

**All application materials must be uploaded online or received in the Human Resources Department by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose.** Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources Department is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete. Incomplete applications will not be considered.

- **A District Academic Application.**
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement. Provides specific details and examples of your direct leadership in achieving the list of minimum and desirable requirements for this position.
- **A detailed resume** summarizing education and experience.
- **College transcripts** verifying educational degree(s) required for the position. Submit unofficial copies of transcripts for application purposes. Copies of college diplomas are not acceptable in lieu of transcripts. **Important note on minimum education requirements:** Units and/or degree(s) earned must have been awarded by a college or university accredited by an agency recognized by the American Council on Post-Secondary Education. Please see our website for evaluation requirements for units and degrees earned at foreign institutions.
- **Confidential Recruitment Source Information** (Voluntary Survey). This is voluntary and is part of the online applicant profile separate from the application.

**Additional Application Submission Materials Required:**

- Philosophy of Diversity Statement

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**Supplemental Questions:**

**1.**

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

**The College is expecting to conduct initial interviews the week of XXX and final interviews the week of XXX . This is a tentative schedule and is subject to change.**

**Please note:**

- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- A presentation will be required for those candidates selected for an initial interview.
- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

**Human Resources Department**

**(661) 362-3427**

**TTY/TDD (661) 362-5178 or visit our website at**

**[www.canyons.edu/offices/humanresources\](http://www.canyons.edu/offices/humanresources/)**

**Position is contingent upon funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until this position is filled. This recruitment may be used for future vacancies.**

**EEO POLICY:**

***Santa Clarita Community College District is an Equal Opportunity Employer***

The Santa Clarita Community College District is committed to employing qualified administrators/managers, faculty, and staff members who are dedicated to student learning and success. The Board recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and

provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates. The District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law. Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources Department directly at 661-362-3427.





## **BP 5700 Athletics**

### **Reference:**

Education Code Sections 66271.6, 66271.8, 67360 et seq., and 78223;

Title IX, Education Amendments of 1972;

Title IV – Equity in Athletics Disclosure Act;

ACCJC Accreditation Standard II.C.4

CCCAA Constitution and Bylaws

1. The District shall maintain an organized program for students in intercollegiate athletics.
2. The District is committed to creating an athletic environment in which student athletes and athletic personnel experience equitable treatment and fairness. With specific reference to gender, the District shall not discriminate in the availability of athletic opportunities and will set gender equity goals and act to accomplish them. Goals will be outlined in the athletic program reviews, both the District's annual program review and the review mandated by the California Community College Athletic Association (CCCAA).
3. The CEO shall assure that the athletics program complies with state law, the CCCAA Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation. The District must submit the annual Equity in Athletics Disclosure Act (EADA) report and collect necessary data in order to appropriately complete and submit the Statement of Compliance of Title IX Gender Equity.



## **AP 5700 Athletics**

### **Reference:**

Education Code Sections 66271.6, 66271.8, 67360 et seq., and 78223;

Title IX, Education Amendments of 1972;

Title IV – Equity in Athletics Disclosure Act;

ACCJC Accreditation Standard II.C.4

CCCAA Constitution and Bylaws

1. Each year, the CEO shall review the then current Constitution and By-Laws of California Community College Athletic Association (CCCAA) including CCCAA interpretations of those documents, and their implications for the District with District staff, employees, representatives, and others who work with the athletic program, with particular emphasis on the CCCAA's rules of recruitment, eligibility, decorum, and sport seasons.
2. By August 27 of each year, the District shall file a Statement of In-Service Training, with the CCCAA Office of the Executive Director, copy the conference commissioner, and retain a copy in the CEO's office. The Statement shall document that the athletic staff, employees, and representatives have received in-service training on the then current CCCAA Constitution and Bylaws.
3. The District shall participate in the required CCCAA mandated program review.
4. The District shall provide athletes with priority registration to provide students the opportunity to select classes that do not conflict with their athletic obligation to further degree completion according to NCAA guidelines.
5. The Athletic Department shall complete a gender equity self-study annually under the direction of the appropriate administrator.
6. The federal survey required by the EADA (Equity in Athletics Disclosure Act) shall be submitted annually to the U.S. Department of Education.



## **BP 5110 Counseling**

### References:

California Education Code Section 72620  
Title 5 Section 51018  
ACCJC II.C.5

Counseling services are an essential part of the educational mission of the District.

The CEO or designee shall assure the provision of counseling services including academic, career, and personal counseling related to the student's education.



## AP 5110 Counseling

References: California Education Code Sections 72620 and 72621  
Title 5 Section 51018  
ACCJC II.C.5

Counseling services adhere to the principles set forth in the Academic Senate for California Community Colleges “Role of Counseling Faculty in California Community Colleges” (2012) and “Standards of Practice for California Community College Counseling Programs” (2008).

The Counseling Department provides academic, career, and personal counseling. All students have an opportunity to meet with a counselor who will assist them with educational planning, career exploration, and life skills development.

Counseling faculty will be primarily responsible for:

- a. Academic Counseling:
  - i. Providing one-on-one counseling appointments to develop educational plans, which includes the evaluation of transcripts and processing of appropriate documents.
  - ii. Assisting students with short-term and long-term goals as it pertains to earning a certificate, AA/AS degree, AS-T/AA-T degree, or transfer planning.
  - iii. Reviewing and verifying degree and certificate completion and assisting students with graduation petitions and transfer applications.
- b. Career Counseling:
  - i. Providing career counseling, which involves assessing students’ personalities, values, interests, and aptitudes and interpreting their career assessments.
  - ii. Assisting students with selecting majors that align with their career assessment results, researching different occupational options, identifying current and future employment trends, and other career exploration tasks.
- c. Personal Counseling:
  - i. Providing personal counseling to help students effectively balance personal, family, or other social concerns that affect their educational goals and plans.
  - ii. Assessing need and connecting students to appropriate on-campus services as well as community resources such as tutoring services, mental health counseling, financial aid, academic accommodations, and food and housing assistance.

- d. Teaching Counseling Courses:
  - i. Empowering students with academic strategies and life skills critical to college success through the teaching of Counseling courses.
  - ii. Developing curriculum to address and meet the changing needs of our diverse student population.
- e. Providing Group Counseling Services:
  - i. Coordinating efforts to inform students of District programs and educational opportunities through the facilitation of online and in-person workshops.
- f. Providing Counseling Services to Students Participating in Other College Services:
  - i. Coordinating with the counseling aspects of other services to students which may exist on the campus, including, but not limited to, those services provided in programs with special needs, skills testing programs, financial assistance programs, and job placement services.
- g. Academic Standing Interventions:
  - i. To ensure student success, mandatory interventions in the form of workshops, classes, and/or individual counseling sessions will be designed for high-risk students.
- h. Participating in Shared Governance:
  - i. Counselors will participate in the shared governance process of the College and will provide counseling expertise in the design and implementation of federal and state initiatives.
- i. Confidentiality of Counseling Information
  - i. The Counseling Department shall comply with all applicable legal requirements regarding the protection of personal and/or confidential information.

Endorsed by Academic Senate: xx/xx/xx  
Reviewed and Endorsed by CPC: xx/xx/xx

**Santa Clarita Community College District  
POLICY MANUAL**

<b>POLICY:</b>  510. COUNSELING SERVICES	<b>SECTION 500</b>	<b>PAGE 1 OF 1</b>
<b>DATE ADOPTED:</b> 12/11/91		
<p>510 The College will provide students with opportunity for educational, vocational, and personal-social counseling. Upon entering the College, a student who is undecided as to major will have the opportunity to meet with a counselor who will assist the student in planning an educational program and in making a career choice. Students are encouraged to request counseling for personal-social problems which might interfere with their studies. The Counseling service will be primarily responsible for:</p> <ul style="list-style-type: none"><li>A. Providing guidance in program planning – immediate and long range.</li><li>B. Administering and interpreting tests and assessing other pertinent information about the student.</li><li>C. Counseling students with prior low scholastic achievement and students enrolled in basic skills classes.</li><li>D. Counseling on educational, vocational, or personal problems.</li><li>E. Providing an occupational information service.</li><li>F. Providing assistance in the securing of employment.</li><li>G. Providing help in obtaining financial assistance.</li><li>H. Referrals to other services including Mental Health Services.</li></ul>		



## **BP 4050 Articulation**

### References:

Education Code Sections 66720-66744

Title 5 Section 51022(b)

ACCJC Accreditation Standard II.A.10

The CEO shall establish procedures that assure appropriate articulation of the District's educational programs with baccalaureate institutions, proximate high schools, and other community colleges, including those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

Approved xx/xx/xx

Reviewed and Endorsed by CPC: xx/xx/xx



## **AP 4050 Articulation**

### References:

- Education Code Sections 66720-66744
- Title 5 Section 51022(b)
- ACCJC Accreditation Standard II.A.10

The Santa Clarita Community College District's Articulation Officer shall be responsible for the development, maintenance, and distribution of articulation agreements between the District and receiving institutions, including but not limited to the California State University (CSU) System, the University of California (UC) System, private/independent colleges and universities, out-of-state institutions, and local high schools.

### **New Articulation Agreements**

The District's Articulation Officer shall work with the faculty articulation liaison appointed by the Academic Senate, and other faculty, as appropriate, to identify and develop transferable courses needing articulation by:

- Researching receiving institutions for proper accreditation and possible courses that could be articulated.
- Providing and reviewing examples of comparable articulated courses from other colleges.
- Discussing the merits of proposed articulation agreements.
- Consulting with receiving institution Articulation Officers on the articulation process and identifying necessary documentation (such as the course outline of record and syllabus).
- Providing all necessary materials to receiving institutions and following up with receiving institutions on the status of proposals.
- Publicizing approved articulation agreements through publications such as the Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST) website, College Catalog, and College Website.

Proposed articulation agreements and documents shall be submitted by the District's Articulation Officer to the receiving institution's Articulation Officer through email or through the [www.assist.org](http://www.assist.org) website.

### **Maintenance of Articulation Agreements & General Education Requirements**

The District's Articulation Officer shall review, update and maintain the following areas related to articulation:

- Course Identification Numbering System (C-ID)



- The Articulation Officer shall submit courses to be considered for C-ID articulation through the [www.c-id.net](http://www.c-id.net) website
- The faculty articulation liaison shall review and work with the Articulation Officer to approve major course substitutions for Associate Degrees for Transfer, consistent with legal requirements.
- California State University (CSU) System
  - CSU Baccalaureate Level Course List
  - CSU General Education/Breadth (CSU GE-Breadth) requirements
  - CSU United States History, Constitution, and American Ideals Courses
  - The above CSU-GE areas and Baccalaureate courses shall be submitted by the District's Articulation Officer through the [www.assist.org](http://www.assist.org) website
- University of California (UC) System
  - University of California Transfer Course Agreement (UC TCA)
  - Intersegmental Segmental General Education Transfer Curriculum (IGETC)
  - The above UC TCA and IGETC submissions shall be submitted by the District's Articulation Officer through the [www.assist.org](http://www.assist.org) website
- Other Agreements (Private and Out-of-State Institutions)
  - Articulation Agreements by Major (major prep)
  - Articulation Agreements by Department (course-to-course)
  - Revised and updated articulation agreements and documents shall be submitted by the District's Articulation Officer to receiving institution Articulation Officers

#### **Articulation Agreements with Local High Schools**

New and revised articulation agreements between the District and the local high schools shall be collaboratively developed by the District (faculty and staff) and high school (faculty and staff). The Dean of Career Education and Integrative Learning or designees within the District shall be responsible for maintaining and distributing new and revised high school to college articulation agreements between the District and the high school. The District's Articulation Officer shall review and sign the completed articulation agreements before the agreement becomes final.

- The high school and District discipline faculty are responsible for the curriculum review for comparability of courses, and the District faculty determine which courses and unit credits will be awarded for college credit and the method of evaluation of high school student work for credit petition.
- The Dean of Career Education and Integrative Learning or designee shall coordinate the review and update of the high school articulation agreements when there are changes to the curriculum and on an as needed basis, and conducts an articulation agreement review at a minimum of once per year.

Approved xx/xx/xx

Reviewed and Endorsed by CPC: xx/xx/xx



## **BP 4070 Auditing and Auditing Fees**

Reference:

Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be no more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three (3) or fewer semester units per semester.

No student auditing a course shall be permitted to change their enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate.

Approved xx/xx/xx

Reviewed and Endorsed by CPC: xx/xx/xx



## AP 4070 Auditing and Auditing Fees

Reference:

Education Code Section 76370

The purpose of course auditing is to allow students to continue study after course repeatability has been exhausted, with students earning credit for a degree or certificate receiving registration priority over students seeking to audit a course. Thus, course auditing is permitted as a service to students who have previously completed the maximum repeats of designated credit courses. Classes taken by audit are subject to the same deadlines as classes taken for credit. Students wishing to audit classes must receive the approval of the instructor teaching the course.

- Students wishing to audit a course must be in at least grades 11-12, excluding music classes eligible for audit as listed in the College Catalog. Students in grades K-10 are not eligible to audit classes.
- After a student has obtained an instructor's approval to audit a course, the student must visit Community Education in order to complete the necessary steps to formalize auditing a particular course.
- Students auditing a course are not subject to attendance, test, or grade requirements. Attendance of students auditing a course is not included in computing the apportionment accounting procedures.
- A fee of \$15 per unit will be charged for auditing a class. Students enrolled in classes to receive credit for ten (10) or more units shall not be charged a fee to audit three (3) or fewer semester units. Audit fees are paid through the Community Education Office.
- Once enrolled, students must present their class instructor with a copy of the audit receipt obtained in the Community Education office.

Students may refer to the College Catalog for a current list of courses that the District has approved for auditing. Only specific credit courses noted in the College Catalog are eligible to be audited.

Approved xx/xx/xx

Reviewed and Endorsed by CPC: xx/xx/xx