



College of the Canyons Academic Senate

April 28, 2022

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

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/96505453513?pwd=bHJaSlpTK0pqK3lVamFvcHVvbnVWZz09>

Meeting ID: 965 0545 3513

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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 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 or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:
 - Academic Senate Study Abroad Advisory Council (SAAC) (New Committee-Formerly ETAC)
 - Academic Senate Study Abroad Advisory Council (SAAC) faculty appointments (pg. 3)
 - SP 22 Selection Committees (pg. 3)
5. Sub-Committee Summaries:
 - Senate Executive Committee meeting summary, March 10, 2022 (pg. 11-14)
6. Approval of the Consent Calendar
 - Academic Senate Summary, April 14, 2022 (pg. 4-8)
 - [Curriculum Committee Summary](#), April 21, 2022
 - Dept Chair Election Results 2-year Terms (2022-2024) (pg. 9-10)
 - Academic Senate School Division Senators (2022-2024) (pg. 10)

B. Reports

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

1. Honor Committee Annual Chair Report, Miriam Golbert
2. Academic Staffing Committee Annual Chair Report, Miriam Golbert
3. Academic Senate Presidents Report, David Andrus

C. Action Items

1. BP 4220 (Standards of Scholarship), Gary Collis (pg. 15-16)
2. BP/AP 3725 (Information and Communication Technology Accessibility & Acceptable Use), Gary Collis

- I. BP 3725 (pg. 17)
- II. AP 3725 (pg. 18-20)

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

D. Discussion

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

1. Information Security Updates from District IT, Hsiawen Hull
2. Faculty Office Furniture Policy, David Andrus, April Graham & Sharlene Coleal, (pg. 21-23)
3. Academic Senate Constitution & Bylaws Proposed Changes, Rebecca Shepherd
 - a. [Constitution](#)
 - b. [Bylaws](#)
4. Academic Senate Tenure Philosophy Statement (pg. 24-25)

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.

1. Academic Integrity Taskforce
2. Department Chair Training Workshops
3. Tenure Committee Training Workshops

G. Announcements

- Next Academic Senate Meeting Spring 2022: May 12th & May 26th
- [ASCCC 2022 Career and Noncredit Education Institute, May 12th-14th, 2022](#)-Hybrid Event *Subject to change*
- [ASCCC 2022 Faculty Leadership Institute](#)- June 16th – 18th, 2022, Hybrid Event *Subject to change*
- [ASCCC 2022 Curriculum Institute](#)- July 6th – July 9th, 2022, Hybrid Event *Subject to change*

H. Adjournment

Spring 2021 Selection Committee list

First Name	Last Name	FTF/Adjunct
Adam	Kaminsky	FTF
Diana	Stanich	FTF
Heather	Dotter	FTF
Justin	Hunt	FTF
Kristi	Miura	FTF
Lisa	Hooper	FTF
Marco	Llaguno	FTF
Ricardo	Rosales	FTF
Sylvia	Duncan	FTF
Tammy	Bathke	FTF
Theresa	Winter	FTF
Tina	Waller	FTF

Study Abroad Advisory Council (SAAC)

First Name	Last Name	FTF/Adjunct
Claudia	Acosta	FTF (Chair)
David	Andrus	FTF (Academic Senate President)
Pierre	Etienne	FTF (through June 2, 2022)
Miriam	Golbert	FTF
Heather	MacLean	FTF
Anh	Nguyen	FTF

Academic Senate Meeting Summary for April 14, 2022

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	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	<i>Tammera Rice proxy for Rebecca Shepherd</i>	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mike Harutunian	X
VAPA Senator	David Brill	X	At Large Senator	<i>Mike Harutunian proxy for Benjamin Riveira</i>	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Lauren Rome	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Jesse Vera	X
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	<i>Lauren Rome proxy for Aaron Silverman</i>	X
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members			
Dr. Omar Torres	A	Gina Bogna	A
Marilyn Jimenez	X	Nicole Faudree (COCHA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative-	A

Guest							
Christopher Blakey	X	Dr. Kathy Bakhit	X	Jennifer Smolos	X	Linda Beareguard-Vasquez	X
Christopher Boltz	X	Hsiawen Hull	X	Jessie Crowley	X	Siane Holland	X
Connie Palazzolo	X	James Temple	X	Kathy Kubo	X	Wendy Brill-Wynkoop	X
Daylene Meuschke	X	Dr. Jasmine Ruys	X	Kelly Burke	X		X

A. Routine Matters

1. Call to order: 3: 04 pm
2. Public Comment
 - Cyber Security Monday's sessions have begun with a regular 10 am start time. Anyone interested can sign up via the Vision Resource Center link. A large group is expected to attend and provide feedback.
3. Approval of the Agenda

- Motion to adopt agenda by Tammera Rice, seconded by Lauren Rome. Lauren Rome proxy for Aaron Silverman (Yes), Mike Harutunian proxy for Ben Riviera (Yes), Tammera Rice proxy for Rebecca Shepherd (yes). Unanimous. Approved.
4. **Immediate Action Item:**
 - **Statement on Finding Facts to Implement Teleconferencing During a Proclaimed State of Emergency No. 2021/22-05**, David Andrus (pg. 9-10)
 - Motion to adopt the resolution by Gary Quire, seconded by Jesse Vera. Lauren Rome proxy for Aaron Silverman (Yes), Mike Harutunian proxy for Ben Riviera (Yes), Tammera Rice proxy for Rebecca Shepherd (yes). Unanimous. Approved.
 5. Committee Appointments:
 - SP 22 Selection Committees (pg. 3)
 - Committee on Academic Freedom, Robert Farkas, Adjunct
 - ASCCC IEPI-Partner Resource Team, Linda Beauregard-Vasquez (Adjunct, English)
 7. Sub-Committee Summaries: none
 8. Approval of the Consent Calendar
 - Academic Senate Summary, March 24, 2022 (pg. 4-8)
 - [Curriculum Committee Summary](#), March 31, 2022
 - Motion to approve the consent calendar by Ambika Silva, seconded by Lisa Hooper. Lauren Rome proxy for Aaron Silverman (Yes), Mike Harutunian proxy for Ben Riviera (Yes), Tammera Rice proxy for Rebecca Shepherd (yes). Unanimous. Approved.

B. Reports

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

1. CASL Committee Annual Committee Chair Report, Chris Boltz
 - a. There was clarification that Chris is co-chair and not chair. Chris shared an overview of the committee's work and functions. Chris emphasizes the development of the use of Pebble Pad as this software has an active e-portfolio feature.
2. Academic Senate Presidents Report, David Andrus
 - a. Senate Elections: Special thank you to Dustin Silva and to all who serve on the Senate Elections Committee. Dustin is doing a great job on this committee with ensuring faculty are represented well and that all functions are handled in a transparent manner. He and the committee are much appreciated.
 - b. Academic Integrity Taskforce: Special thanks to Shane Ramey for chairing the Academic Integrity Taskforce. Faculty are aware of the fluid situation that needs to be addressed. At ASCCC SP 22 Plenary there was a resolution passed to help faculty with course design and professional development as it relates to mitigating challenges to online academic integrity.
 - c. Enrollment management: There has been more than a 20% drop in enrollment. Facilitator led break out room at the last meeting of Enrollment Management to address concerns with lower enrollment and fiscal realities. There were over 70 attendees. The next meeting is for April 22nd and Dr. Torres will be attendance to address many of the areas that were addressed in the breakout rooms.
 - d. ASCCC SP 22 Plenary: Faculty can attend ASCCC Fall 22 Plenary if they so choose. They do not need to attend all three days. Attending just one day of workshops is useful given there are so many relevant and important topics discussed.

Virginia “Ginni” May was elected as the next President for ASCCC. David will share the packet of resolutions with faculty for review. Accessibility is very pervasive in many workshops at Plenary. These types of items will be agendized in future meetings of the Senate as there is a growing number of accessibility concerns and requirements to address.

- e. BOT Resolution: The BOT revised the resolution on vaccine and/or neg test requirement which expires in June. Effectively immediately vaccines and/or a neg test requirements will not be required for UCEN partner groups and other campus events that pertain to visitors.

C. Action Items

1. Academic Freedom Textbook Assignments Report, Chris Blakey (pg. 11-16)
 - a. Chris and David presented this report to ASG. As a clarification this is a “white paper” and will be housed by the Senate as a philosophical statement. The Senate does not have the tools for enforcement. That is the job of the District. This paper is a tool that can be used by the District to assist in resolving related academic freedom concerns or conflicts. This item will be uploaded to the Senate Website.
 - b. Motion to adopt the report by Mike Haratunian, seconded by Tamera Rice. One abstention from Regina Blasberg. Lauren Rome proxy for Aaron Silverman (Yes), Mike Harutunian proxy for Ben Riviera (Yes), Tamera Rice proxy for Rebecca Shepherd (yes). Approved.
2. NEW Distance Learning Addendum, Lisa Hooper (pg. 17-18)
 - a. The areas in green will be removed from the document. The last area in green regarding having instructional materials be ADA compliant will be vetted by Scott McAfee.
 - b. Motion to adopt this New DLA with the amendment by Erica Seubert, seconded by Jesse Vera. One abstention from Regina Blasberg. Lauren (Yes), Mike (Yes), Tamera (yes). Approved.
3. Faculty Award Proposal, David Andrus
 - I. Faculty Award Policy (pg. 19)
 - I. Need to ensure adjuncts can be participants with the Executive Committee in the deliberations of award nominees. The Senate is delegating the new Faculty Award Process to the Senate Exec Committee.
 - II. Motion to adopt the Faculty Award Policy by Gary Quire, seconded by Tamera Rice. One abstention from Regina Blasberg. Lauren Rome proxy for Aaron Silverman (Yes), Mike Harutunian proxy for Ben Riviera (Yes), Tamera Rice proxy for Rebecca Shepherd (yes). Approved.
 - II. Faculty Award Descriptions & Criteria
 - I. The *Excellence in Education Award* will be revised to correct the first sentence in the award description to consistently read, *Excellence in "Education" Award as opposed to Excellence in "Teaching"* to ensure inclusivity with both instructional and non-instructional faculty. Of the 6 awards, 3 mimic the statewide ASCCC awards and rubrics to ensure local award recipients can be forwarded to the ASCCC for its related awards in the fall/winter of each year. David will send an email and announce the 3-week nomination period. The Senate Ex. Comm. has scheduled a deliberation meeting to review applications.

- a. BP 3725 (pg. 23)
 - I. This is a new policy document which includes CCLC language. This policy states that the District needs to ensure digital instructional materials are Section 508/ADA compliant.
 - b. AP 3725 (pg. 24-26)
 - I. This document is not to answer all related questions but more so to provide a framework for the College as to how to follow the law. Many colleges are hiring accessibility coordinators who only review Canvas shells and instructional material. As a reminder, accessibility is also tied to equity and ensuring areas are equitable. This item will return as Action.
5. Legislative Advocacy, David Andrus
- a. AB 1705, Wendy Brill-Wynkoop (President, FACCC)
 - I. Wendy shared a [link tree](#) resource page created with information on AB 1705. There is a FACCC legislative townhall on April 20th. AB 705 states that students will be given the chance to enter English and math in one year to increase transfer rates. AB 1705 (Irwin) places every student in transfer level English and almost every student in transfer level math. The idea is that long remedial pathways are a barrier. The goal is to talk about this around the state as this affects non-credit, career education, life skills and long-term learning. We need to allow students to make their own choices. Legislation is being written and is promoting standards which haven't considered the expertise of the faculty. Strong faculty advocacy is needed. FACCC opposes this legislation as currently drafted. ASCCC and FACCC see AB 1705 as harmful to students.

E. Unfinished Business

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- 4. Academic Integrity Taskforce
- 5. Department Chair Training Workshops
- 6. Tenure Committee Training Workshops

G. Announcements

- Next Academic Senate Meeting Spring 2022: April 28th, May 12th & May 26th
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- [ASCCC 2022 Faculty Leadership Institute](#)- June 16th – 18th, 2022, Hybrid Event *Subject to change*
- [ASCCC 2022 Curriculum Institute](#)- July 6th – July 9th, 2022, Hybrid Event *Subject to change*
- David and Marilyn will meet to discuss the funds.

H. Adjournment: 5:06 pm

Department Chairs

2 year term to be held 7/1/22-6/30/24.

	2020 Departments and Chairs
School of Applied Technologies	*Architecture and Interior Design, Jason Oliver, Chair
	*Automotive Technology, Gary Sornborger, Chair
	*Construction Management & Technologies – Pending, Chair
	*Engineering Technologies – Regina Blasberg, Chair
	*Manufacturing Technology – Tim Baber, Chair
	*Telecommunications & Electronic Systems – Justin Hunt, Chair
	*Welding – Tim Baber, Chair
School of Business	*Business - Ali Naddafpour, Chair
	*Computer Applications & Web Tech (CAWT) – Melanie Lipman, Chair
	*Culinary Arts/Wine Studies - Cindy Schwanke, Chair
	*Economics – Nicole Faudree, Chair
	*Hotel & Restaurant Management – Gary Quire, Chair
	*Paralegal Studies – Nicole Faudree, Chair
	*Real Estate – Ali Naddafpour, Chair
	*CWEE – Nicole Faduree, Chair
School of Humanities	*American Sign Language – Brittany Applen, Chair
	*Cinema – Pending, Chair
	*English – Adam Kaiserman, Chair
	*English as a Second Language – Heather Maclean, Chair
	*Humanities Program Coordinator – Alene Terzian-Zeitonian
	*Modern Languages – Claudia Acosta, Chair
	*Philosophy – Andrew Jones-Cathcart, Chair
School of Kinesiology	*Kinesiology/Physical Education –Howard Fisher, Chair
	*Recreation Management Program Coordinator – Brittany Applen
School of Mathematics, Sciences, & Health Professions	*Administration of Justice – Larry Alvarez, Chair
	*Biological Sciences – Miriam Golbert, Chair
	*Chemistry –Rebecca Eikey, Chair
	*Computer Science – Benjamin Riviera, Chair
	* Earth & Space Sciences, Jason Burgdorfer, Chair
	*Emergency Medical Technician/Health Sciences – SB Tucker, Chair
	*Engineering and Physics – David Michaels, Chair

	*Fire Technology- Keith Kawamoto, Chair
	*Mathematics – Anzhela Grigoryan, Chair
	*Medical Laboratory Tech (MLT) - Hencelyn Chu, Chair
	*Nursing – Heather Dotter, Chair
School of Non-Credit	*Non-credit – Garrett Rieck, Chair
Social & Behavioral Sciences	*Anthropology – Lisa Malley, Chair
	*Communication Studies – Tammera Stokes Rice, Chair
	*Early Childhood Education – Jennifer Paris, Chair
	*History – Sherrill Pennington, Chair
	*Political Science – David Andrus, Chair
	*Psychology – Deanna Riviera, Chair
	*Sociology – Katie Coleman, Chair
Visual & Performing Arts	*Art – Michael McCaffery, Chair
	*Dance – Phylise Smith, Chair
	*Graphic & Multimedia Design – Shannon Doronio, Chair
	*Media Entertainment Art – Jon Amador, Chair
	*Music – Bernardo Feldman, Chair
	*Photography – Mark Daybell, Chair
	*Theatre – David Stears, Chair
Enrollment Services, Counseling, & Student Services	*Counseling –Aivee Ortega, Chair

School/Division Senator Positions
Academic Senate School/Division Senator Positions

One-year term to be held from 7/1/22 – 6/30/24

School/Division	Nominees
Applied Technologies	Regina Blasberg
Business	Gary Quire
Kinesiology/PE/Athletics	Phil Marcellin
Learning Resources	Jennifer Thompson
MSE (Division of MSHP School)	Shane Ramey
HPPS (Division of MSHP School)	Tammy Bathke
Personal and Professional Learning	Garrett Rieck
School of Humanities	Mike Harutunian
Student Services	Garrett Hooper
Social and Behavioral Sciences	Tammera Stokes Rice
VAPA	David Brill



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

March 10, 2022
11:00 a.m. to 12:15 p.m.

SUMMARY

Attendees: Alisha Kaminsky, Claudia Acosta, David Andrus, Garrett Rieck, Gary Collis, Gary Quire, Julie Johnson, Lisa Hooper, Marilyn Jimenez, Nicole Faudree, Rebecca Shepherd, Robert Wonser & Teresa Ciardi

A. Routine Matters

1. Call to order: 11: 03am
2. Public Comment:

I. The CA Guided Pathways Institute is scheduled for April 27th – 29th in Costa Mesa. Garrett Rieck is looking for a representative from CE and non-CE disciplines who would be willing to attend. The focus for this event will be on equity, onboarding students in a program of study and on the scale of adoption framework. Anyone interested can contact Garrett Rieck.

3. **Immediate Action Item** - Adoption of March 10, 2022 of the Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency (Executive Committee) (pg. 3-4)

I. Per AB361 a Teleconferencing resolution is needed as this suspended parts of the Brown Act. A similar resolution will be passed at today's Senate meeting. The LA Country institution's guidelines on higher education came out yesterday which state that everything will be going away. There is a chance that any vaccine or testing requirement will no longer be in effect. Nothing will change at COC until the BOT decides to pass their own resolution for the remainder of the semester. The ability to continue to meet in a teleconferencing modality is premised on the existence of an emergency declared by Gov. Newsom. It is possible that Gov. Newsom will not lift the declared state of emergency. If this resolution is not passed meetings will resume on campus and people can zoom in. However, for Senate meetings people will have to publish their home addresses.

- II. Motion to adopt this resolution by Gary Quire, seconded by Gary Collis.
Unanimous. Approved.

4. Approval of the Agenda

I. Motion to approve the agenda by Alisha Kaminsky, seconded by Claudia Acosta.
Unanimous. Approved.

B. Consent Calendar

1. Adoption of November 18, 2021 Ex. Comm. Summary (pg. 5-7)
2. Adoption of February 10, 2022 Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency (Executive Committee) (pg. 8-9)

3. Adoption of March 10, 2022 Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency (Executive Committee) (pg. 10-11)
 - I. There was a clarification that the resolutions listed on the consent calendar are for Academic Senate and not for Sente Exec Committee. As a reminder, per the By-Laws, resolutions are first approved by Senate Exec. However, this requirement may be going away due to revisions to the Const. & By-laws.
 - II. Motion to adopt the consent calendar by Julie Johnson, seconded by Claudia Acosta. Unanimous. Approved.

C. Reports:

1. Academic Senate Presidents Report
 - I. David will be attending the ASCCC Spring 22 Plenary session and the ASCCC Area C meetin. The plenary session will take place at the Burbank Marriott Hotel and will be a hybrid session. As a reminder Saturdays are for voting, attendees get to see people's positions throughout the state on various items.
 - II. All sessions are offered in hybrid format in the event they need to be switched to fully online. However, if the sessions are changed to fully in person this may affect attendance. ASCCC adopted last semester a resolution to host all events in hybrid format. In the event of a change ASCCC will notify attendees in advance. CPT has also embraced the idea of hybrid meetings moving forward as there is a need for a physical campus environment but also for a remote environment.
 - III. ASCCC itemized the cost to show that fees have gone up. If anyone is interested, please contact David and Marilyn as there is budget available.

D. Action: None

E. Discussion

1. Spring, 2022 Committee Surveys
 - I. Academic Senate and Committee surveys will be developed soon. Surveys will be developed annually for all committees across campus. The surveys will go out at the end of the academic year to evaluate committee work. All committee chairs are encouraged to survey their committees. The survey can also be modified for each committee. The Academic Senate survey link will be sent out soon and results will be reviewed at the fall Senate retreat.
2. COC Academic Senate Local Awards and Processes
 - a. COC Faculty Award Process Timeline - Spring 2022 (pg. 12)
 - i. The timeline is unique to this semester as this process has not been adopted. Once Senate adopts for spring 2023 there will less of a time rush. The goal is to approve this process this academic year. This item will be on the next Senate agenda as a first read. The entire purview of this process will be entirely the Senate Exec committees. David and Rebecca Shepherd will ensure the award process will be governed by Senate Exec in the By-laws. This item will also return on the next Senate Exec. Agenda as an "action item." The next Senate Exec meeting will take place on March 31st at 11:30am. – 12:00pm and will be for only action with no discussion items.
 - b. COC Faculty Awards Criteria/Summaries (pg. 13-19)
 - i. David solicited feedback from chairs for approval of the descriptions, rubric, and number of award recipients.

- ii. Local & State Awards: There are three awards which overlap with statewide awards. A statement was included for those overlapping awards stating that recipients for spring will also be forwarded in the fall to the state. The state will be awarding these awards annually. These awards should mimic the statewide award.
- iii. Group Award Nominations: Regarding the College of the Canyons Diversity Award the description and rubric was taken from the state award. Similar to the Multicultural Center there were several people who worked on opening the center and this was a team effort. If a group of faculty put something together there should be a group nomination. As a reminder the group nomination should include only faculty. The group approved the description and rubric.
- iv. Excellence in Teaching Award: The ASCCC Hayward Excellence in Education Award is similar to the COC Excellence in Teaching. Clarification is needed to determine if the work of the award will be looked at in the classroom or outside the classroom. This award description was discussed in CETL. While excellence in the classroom is important, CETL had some concerns and wants to ensure that the Library, Counseling, TLC, and online educators are also eligible. If the focus of this award changes nominations cannot be submitted to the state. Another suggestion is to have one award instructional and one for non-instructional faculty. The rubric will need to be written to include other educators There was also a suggestion to have recognition or perhaps a separate award for non-credit faculty as there are 70+ non-credit faculty. There are also some faculty who are teaching dual enrollment. Others feel one category of excellence in teaching suffices. There was also a suggestion to have one award for FTF and one for adjunct faculty or have one for FTF and three for adjunct due to large pool of faculty. For adjuncts being awarded an award helps them stand out in final interviews. There is concern with having too many awards. David will draft a proposal and bring this back for discussion. The description will go back to CETL,
- v. Exemplary Program award: This award will mimic the state award.
- vi. International Education award: This award was run by COC Global. David will work with Claudia on this award and a rubric.
- vii. Governance Award: This award is important as there are many faculty involved in governance such as committee members. Per AB1725, CA faculty have a unique ability to weigh in on the operation of the institution. There is concern that the Governance title implies that the awards will be awarded to those in Academic Senate by Academic Senate. However, there are many other faculty who are actively involved at the college. The description will need to be revised.
- viii. Collegiality and Campus Citizenship Award: Faculty agree that this award is needed and is important as it shows that his area is valued. This award could also be for one FTF and one adjunct.
- ix. Application Process: This process will include an application and nomination process via a letter of interest. AFT will be able to weigh in on the recipient process. David will create a CANVAS shell so that others can view applications.

3. Committee Needs? Future Business?

E. Unfinished Business

F. Announcements

- a. Next Academic Senate Meeting Spring 2022: March 24th, April 14th, April 28th, May 12th & May 26th
- b. [ASCCC Area C Meeting Spring 2022](#), March 19, 2022, Virtual Meeting
- c. [ASCCC 2022 Spring Plenary Session](#), April 7th-9th, 2022-Hybrid Event
- d. [ASCCC 2022 Career and Noncredit Education Institute, May 12th-14th, 2022-](#) Hybrid Event *Subject to change*
- e. [ASCCC 2022 Faculty Leadership Institute-](#) June 16th – 18th, 2022, Hybrid Event *Subject to change*
- f. [ASCCC 2022 Curriculum Institute-](#) July 6th – July 9th, 2022, Hybrid Event *Subject to change*

G. Adjournment: 12:15 pm



BP 4220 Standards of Scholarship

References: Education Code Section 70902(b)(3); Title 5 sections 51002, 55020 et seq., 55031 et seq., 55040 et seq., and 55050 et seq.

The CEO shall establish procedures for standards of scholarship consistent with the provisions of Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq., 55050 et seq., and Board policy and procedure.

These procedures shall address: grading practices, academic record symbols, grade point average, credit for prior learning, academic and progress probation, academic and progress dismissal, readmission following dismissal, academic renewal, course repetition, limits on remedial coursework, graduation requirements, and grade changes.

The procedures shall be described in the college catalogs.

BP 4220 Standards of Scholarship

Reference:

Education Code Section 70902(b)(3); ~~GCR~~-Title 5 sections 51002, 55020 et seq., 55031 et seq., ~~55030 et seq.~~, and 55040 et seq., and 55050 et seq.

The CEO shall establish procedures ~~for that establish~~ standards of scholarship consistent with the provisions of ~~GCR~~-Title 5 Sections 51002, 55020 et seq., 5503110 et seq., 55040 et seq., and 55050 et seq., and Board policy and procedure.

These procedures shall address: grading practices, academic record symbols, grade point average, credit for prior learning by examination, academic and progress probation, academic and progress dismissal, readmission following dismissal, academic renewal, course repetition, limits on remedial coursework, graduation requirements, and grade changes.

The procedures shall be described in the college catalogs.

Approved 02/14/14



BP 3725 Information and Communications Technology Accessibility & Acceptable Use

References:

Government Code Sections 7405, 11135, and 11546.7;
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information
Technology) (29 U.S. Code Section 794d);
36 Code of Federal Regulations Parts 1194.1 et seq.

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The CEO shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.



AP 3725 Information and Communications Technology Accessibility & Acceptable Use

References:

Government Code Sections 7405, 11135, and 11546.7;
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information
Technology) (29 U.S. Code Section 794d);
36 Code of Federal Regulations Parts 1194.1 et seq.

Definitions of Key Terms

Accessibility Standards: The Revised 508 Standards are the accessibility standards for Information and Communication Technology (ICT) and Instructional Materials. As of January 2018, the Revised 508 Standards incorporate the internationally accepted Web Content Accessibility Guidelines (WCAG) 2.0 level A and AA into the United States Section 508 of the Rehabilitation Act web accessibility standards.

Accessible: Accessible means an Individual with a Disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an Equally Effective and equally integrated manner, with substantially equivalent ease of use.

Digital Content: The content and functionality of web pages, electronic documents, desktop and web-based software, and hardware defined as ICT.

Equally Effective: Alternative access for Individuals with Disabilities to ICT and Instructional Materials is Equally Effective when it:

- (1) is Timely,
- (2) is accurate in translation,
- (3) is delivered in a manner and medium appropriate to the disability of the individual, and
- (4) affords the Individual with a Disability the opportunity to obtain the

information as fully, equally and independently as a person without a disability with substantially equivalent ease of use.

Equally Effective alternatives are not required to produce the identical result or level of achievement, but must afford Individuals with Disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

Equally Effective alternative formats communicate the same information and allows users to have a comparable experience in as Timely a fashion as does the source. For interactive applications or services, Equally Effective means that the end result (e.g., registration) is accomplished in a comparable time and with comparable effort on the part of the Individual with a Disability.

Individual with a Disability: An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

Information and Communication Technology (ICT): Any information technology, and electronic and Digital Content covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255 of the Communications Act. ICT includes any electronic or digital services that enable users to access, store, transmit, or manipulate information. Examples of ICT include desktop and web-based software, websites, learning management systems, enterprise software, audio-visual systems, videos, electronic documents, computers, information kiosks and transaction machines, telecommunications equipment, and multifunction office machines.

Instructional Materials: Includes Digital Content, such as, syllabi, textbooks, presentations and handouts delivered within a learning management system, via email or via another electronic means for face-to-face classes as well as distance education courses. Instructional materials also includes digital instructional activities such as instructional videos, online collaborative writing, web conferencing, blogging, and any other Digital Content used for instructional purposes as technology evolves.

Timely: As it relates to Equally Effective alternative access to ICT and Instructional Materials, Timely means that the Individual with a Disability receives access to ICT or Instructional Materials at the same time as an individual without a disability.

ICT and Instructional Material Accessibility Standard Statement

The District is committed to ensuring equal access to ICT and Instructional Materials for all, and particularly for Individuals with Disabilities, in a Timely manner. In accordance with California Government Code Sections 7405, 11135, and 11546.7, and effective practices, the District will comply with the Accessibility Standards by:

- Developing, purchasing, or acquiring, to the extent feasible, ICT and Instructional Materials that are Accessible to Individuals with Disabilities;
- Using and maintaining Instructional Materials and ICT that is consistent with this Standard Statement; and
- Promoting awareness of this Standard Statement to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Although District employees are each responsible, when applicable, for ensuring equal access to Equally Effective Instructional Materials and ICT to students, the District shall provide its employees and/or its students, as applicable, all training, equipment, tools, expertise, and other resources reasonably required to effectively comply with their obligations, or exercise their legal rights, under the law and District policy or procedure. To that end, the District Chief Technology Officer (CTO), or their designee, shall serve as liaison to District employees to address questions regarding compliance with this procedure and to provide, in partnership with the Academic Accommodation Center and Online Education department, all training required for its implementation. District employees shall rely upon the guidance and information provided by the CTO with regard to the employees' responsibilities, to the extent consistent with this procedure, under the law and District policy and procedure.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
DESKTOP PROCEDURES

FACULTY OFFICE FURNITURE

PAGE 21 OF 25

End of Service and Rehire of a Faculty Member:

- 1) **Human Resources** notifies Academic Senate, Instruction, Business Services, IT, and Facilities within five (5) business days when they receive a notice of a faculty retirement or otherwise ending service. Notice should be provided well before the Board agenda is posted. The End-of-Service Checklist will be sent to the Dean and faculty member. If there is any change in end date of service, all departments should be notified within five (5) business days.
- 2) **Academic Senate** will notify the faculty that they have a maximum of four (4) weeks in advance of their last day (unless otherwise informed), or by their last day, to clean out their office and take possession of their personal property. Instruction will be copied on the notification. Academic Senate will coordinate with Facilities as soon as notified by HR to schedule an “audit” of the office as soon as possible.
- 3) **Facilities** will “audit” to determine if any of the following are needed and complete these actions before the office is occupied again:
 - a. Office is cleaned out by faculty within the four (4) week allotted timeline. **If not**, it will be subsequently cleaned out for them by Facilities under the direction of Human Resources, in coordination with Instruction as needed.
 - i. Human Resources will notify the faculty that they have thirty (30) days to pick up their personal property.
 - b. Furniture/Equipment/Items need to be removed if damaged, obsolete, or personal.
 - c. Paint, Carpet, and Cleaning.
 - d. Telephone.
 - e. Ergonomic Evaluation.
- 4) **Purchasing** and the Academic Senate will be immediately notified by Facilities of any Furniture/Equipment/Items necessary for purchase. Purchasing will confirm such need and process requests to be in place in time for incoming faculty.
 - a. If new furniture does not arrive in time, temporary office setups will be available and installed in the interim.
 - b. All faculty offices will be furnished with the established District setup (see layouts and rendering below) to ensure ergonomic and ADA compliance.
 - c. If possible, the District will identify two or three furniture layouts that can be selected, based on office configuration.
- 5) **IT** will determine if a new computer is needed and any other technology needs and coordinate installation and purchasing needs with Instruction.
- 6) **New Furniture Purchase/Installation Timeline:** Typically, three to four (3-4) months from the date of audit (further delays may be experienced due to supply chain issues). Temporary furniture will be made available if new furniture cannot be installed in time.

- 7) CIO will be copied on all communication and has authority to make recommendations and/or changes throughout the process.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
DESKTOP PROCEDURES**

FACULTY OFFICE FURNITURE	PAGE 22 OF 25
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Existing Faculty:

- 1) All faculty offices shall be ADA compliant to include furniture and installation within the office space.
- 2) District furniture older than ten (10) years (term of warranty) will be evaluated to determine condition and need for replacement.
- 3) Personal furniture will be grand-fathered in its current location, but will be evaluated for ergonomic/ADA compliance with recommendations to be implemented by the individual.
 - a. Pursuant to 28 CFR § 35.133, all furniture must be maintained so that is readily accessible to and usable by persons with disabilities.
 - b. Faculty should schedule their evaluation with the Academic Senate.
 - c. New District furniture may be requested by contacting Purchasing.
 - d. Faculty cannot move new or grand-fathered personal furniture into any space.
- 4) Personal Property for Authorized Work Use form must be signed by the respective Dean and Executive Cabinet member for personal property used for District business, e.g. office furniture, technology items, etc.
- 5) Personal items will be allowed including lamps, desk accessories, pictures, etc. but cannot create an ADA or fire hazard situation.
- 6) CIO will be copied on all communication and has authority to make recommendations and/or changes throughout the process.

SINGLE OFFICE



SANTA CLARITA COMMUNITY COLLEGE DISTRICT
DESKTOP PROCEDURES

FACULTY OFFICE FURNITURE

PAGE 23
OF 25

DOUBLE OFFICE



Each room must be measured and evaluated to ensure that desk positioning is ergonomically correct, and the office is accessible for all (ADA-compliant).

ACADEMIC SENATE PHILOSOPHICAL STATEMENT ON TENURE EVALUATION PROCESSES

The purpose of the evaluation process is to “improve instruction, counseling, and other educational services through the periodic evaluation of contract and regular faculty.” (COCFA **Collective Bargaining Agreement Contract Article 7**) Contract faculty is defined as probationary contract or temporary faculty member.

“The primary obligation of all faculty, and indeed of all employees of the California Community College System, is to promote excellence in student learning and student service.” (ASCCC, 2013 *Sound Principals for Faculty Evaluation*)

Hiring does not guarantee tenure. Contract faculty must undergo a rigorous four year process, which demands proof of **successful professional instructional and non-instructional** performance. The primary responsibility for quality performance and improvement rests with the contract faculty member being evaluated.

“While all feedback should be presented as constructively as possible, faculty evaluators must not shy away from their responsibilities to acknowledge significant problems if such problems exist and to recommend serious corrective actions when necessary.” (ASCCC, 2013 *Sound Principals for Faculty Evaluation*)

The contract faculty member and the Tenure Evaluation Committee must adhere to the ethics of the profession as iterated in Board Policy 3050 *Statement of Professional Ethics* (Appendix A) throughout the tenure evaluation process.

“In order to make the evaluations honest and meaningful, colleges must establish an environment in which faculty excellence and success are acknowledged and celebrated, in which suggestions for further improvement and growth are expected and welcomed, and in which both the evaluators and the evaluatee are comfortable with candid discussion of areas for improvement.” (ASCCC, 2013 *Sound Principals for Faculty Evaluation*)

“Faculty evaluations can and should be a valuable tool for acknowledging and examining faculty performance and for improving student learning. They should help to demonstrate and encourage faculty members’ engagement with the academic community and participation in college activities, including college governance. They should also offer an opportunity for professional and personal development as colleagues mentor each other and discuss the best approaches and techniques to help students succeed.” (ASCCC, 2013 *Sound Principals for Faculty Evaluation*)

In addition to the primary responsibilities for which a faculty member has been hired, recommended expectations of involvement in the college community should be part of the tenure evaluation process. It is expected that collegial participation will **increase be maintained with in subsequent** semesters of service. This would lay the foundation for continued participation in the college community as regular tenured faculty **and would align with the COCFA Collective Bargaining Agreement.**

The privilege of tenure should be granted only upon satisfaction to the evaluators that the evaluatee will enrich the college and meet all facets of their assigned and contractually obligated professional duties throughout their career.