



# College of the Canyons Academic Senate

May 12, 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

**Passcode:** 500205

One tap mobile: +16699009128, US (San Jose); +13462487799, US (Houston)

## 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. **Immediate Action Item:**
  - **Statement on Finding Facts to Implement Teleconferencing During a Proclaimed State of Emergency**, David Andrus (pg. 8-9)
5. Committee Appointments:
  - SP 22 Selection Committees (pg. 3)
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar

Academic Senate Summary, April 28, 2022 (pg. 4-7)	Academic Senate & Curriculum Certifications of Elections (pg. 10-12)
<a href="#">Curriculum Committee Summary, May 5, 2022</a>	<a href="#">Program Viability Committee Program Initiation Proposals:</a> <ul style="list-style-type: none"> <li>• ASL Degree Program</li> <li>• Sustainable Architecture Baccalaureate</li> </ul>

### B. Reports

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

1. Personal & Professional Learning Committee (PPL) Annual Committee Chair Report, Garrett Rieck
2. Academic Senate Presidents Report, David Andrus
  - a. [Faculty Office Furniture Policy](#) information only
  - b. Academic Senate Release Time – 2022/23 Academic Year (pg. 13)

### **C. Action Items**

1. Academic Senate Constitution & Bylaws Proposed Changes, Rebecca Shepherd
  - a. [Constitution](#)
  - b. [Bylaws](#)
2. Academic Senate Tenure Philosophical Statement, David Andrus (pg. 14-15)

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. 2022/2023 Academic Senate and Curriculum Committee Meeting Calendar, David Andrus
  - a. Calendar Option #1 & #2 (pg. 16-17)
2. Academic Senate Study Abroad Advisory Council (SAAC) Procedures, Dr. Claudia Acosta (pg. 18-20)
3. COC CTE Toolkit Equivalency (Report out from workgroup), David Andrus
  - a. AP 7121 Minimum Qualifications and Equivalencies (pg. 21-32)
  - b. [CTE Faculty MQ Toolkit \(Information only\)](#)
4. AP 4024 (Substitute Instructors), Gary Collis (pg. 33-35)

### **E. Unfinished Business**

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

1. Academic Integrity Taskforce
2. Brown Act Senate Procedures 2022-2023

### **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.*

3. Department Chair Training Workshops
4. Tenure Committee Training Workshops
5. Educational Administrator Retreat Rights list 2022-2023

### **G. Announcements**

- Next Academic Senate Meeting Spring 2022: May 26<sup>th</sup>
- [ASCCC 2022 Career and Noncredit Education Institute, May 12<sup>th</sup>-14<sup>th</sup>, 2022](#)-Hybrid Event \*Subject to change\*
- Academic Senate Collegial Celebration, June 2, 2022, 3:00pm-4:30pm, PAC Lobby
- [ASCCC 2022 Faculty Leadership Institute](#)- June 16<sup>th</sup> – 18<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*
- [ASCCC 2022 Curriculum Institute](#)- July 6<sup>th</sup> – July 9<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*

### **H. Adjournment**

### Spring 2021 Selection Committee list

<b>First Name</b>	<b>Last Name</b>	<b>FTF/Adjunct</b>
Garret	Rieck	FTF
Julie	Johnson	FTF

## Academic Senate Meeting Summary for April 28, 2022

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

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

<b>Guest</b>							
April Graham	X	James Temple	X	Julie Johnson	X	Miriam Golbert	X
Daylene Meuschke	X	Jason Burgdorfer	X	Katherine Gamez	X	Sharlene Coleal	X
Dianne Avery	X	Jason Hinkle	X	Kelly Burke	X	Siane Holland	X
Dr. Kathy Bakhit	X	Jeff Gregor	X	Michael Felix	X		
Hsiawen Hull		Jennifer Smolos		Michelle LaBrie	X		

### A. Routine Matters

6. Call to order: 3:03 pm
7. Public Comment
  - none

8. Approval of the Agenda
  - Motion to approve the agenda by Lisa Hooper, seconded by Erin Barnthouse. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); Unanimous. Approved.
9. Committee Appointments:
  - Academic Senate Study Abroad Advisory Council (SAAC) (New Committee-Formerly ETAC) (pg. 3)
    1. The committee will engage in study abroad and taking students abroad for credit curriculum. The ETAC will be disbanded. The committee procedures will be listed as discussion on the next agenda.
  - SP 22 Selection Committees (pg. 3)
    1. Some committees will meet over summer via supplementary services.
7. Sub-Committee Summaries:
  - Senate Executive Committee meeting summary, March 10, 2022 (pg. 11-14)
    - I. Senate Exec has met. The last meeting hasn't been approved.
8. 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)
    - One intent behind the changes with the Bylaws is to allow all election outcomes to be certified by the Senate. Dept Chair positions should be listed as 2-yr. terms.
  - Motion to adopt the consent calendar by Tamera Rice, seconded by Mike Harutunian. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); Unanimous. Approved. Unanimous. Approved.

## **B. Reports**

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

3. Honor Committee Annual Chair Report, Miriam Golbert
  1. Next Honors Annual Celebration will be hosted at Salt Creek Gill with over 50 students who completed 15 units of honors classes. Students will wear their stoles. Honors is accepting new members to the Phi Beta Kappa.
4. Academic Staffing Committee Annual Chair Report, Miriam Golbert
  1. Between June 2020-June 2022 there have been 14 retirements. For 2022 the FON from the state is 217.7. After all are hired for 2022 COC will be 230.8 and will be over FON. The projected FON for 2023 is 234.7. If COC receives the funds, COC will hire between 5-7 new FTF and the actual FON will be 235.8. Enrolment has declined and so long as enrollment is over the state required FON COC will be ok. FON is treated as min and should not be considered to be maximum. Other colleges similar in enrollment have more FTF positions. ECON will be listed separately, and Water Tech Instructor will be added to the list. The Chancellor is looking at changing the FTF job descriptions and how they are presented.
5. Academic Senate Presidents Report, David Andrus

1. Commencement Committee: The committee needs readers and there are other volunteer positions. Email went out from the Bookstore for the regalia orders. FTF can rent a hood for the ceremony. The District will provide the cap and gown free of charge.
2. Collegial Celebration Ad-Hoc Committee: The PAC lobby has been reserved for June 2<sup>nd</sup>. The Grad Walk is scheduled 3pm, same start time as the Collegial Celebration. School Senators are urged to inform their Schools at their regular meetings. All FTF will need to RSVP. There are 2,249 grads and about half will walk.
3. AS Office allocation: This process will begin tomorrow morning and an email will go out from Marilyn and Lisa. There are 12 FTF retirees and 10 single and 2 double office work stations.
4. Brown Act: For Fall 2022 Senate will meet on campus, unless public health considerations dictate otherwise. Senators can teleconference into the meeting but voting members will need to publish their address from where they are attending. Addresses will likely be published without aligning names to addresses, if possible.
5. AS survey: This survey will be will circulated in May.
6. Faculty awards: May 6<sup>th</sup> is the deadline. Three awards mimic the three statewide awards. Local recipients can be forwarded to ASCCC for statewide consideration. If a faculty member nominates another faculty no resumes will need to be collected.

### C. Action Items

3. BP 4220 (Standards of Scholarship), Gary Collis (pg. 15-16)
  - I. Edits were proposed, the committee decided to proceed with doc as is.
    - Motion to approve BP 4220 by Jesse Vera and seconded by Lisa Hooper. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); One abstention from Marco Llaguno. Approved.
4. BP/AP 3725 (Information and Communication Technology Accessibility & Acceptable Use), Gary Collis
  - I. BP 3725 (pg. 17)
  - II. AP 3725 (pg. 18-20)
    - a. CPC previously approved these two docs at last meeting.
    - b. Motion to adopt by Gary Quire, seconded by Tammera Rice. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); Unanimous. Approved.

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
  - a. The next Cybersecurity Monday is scheduled for May 2<sup>nd</sup> and May 23<sup>rd</sup> at 10am and these are open forums. Cyber Monday will cover what IT has seen as far as threats and what security measures are in place. May 4<sup>th</sup> is the day the District will launch 2-factor employee authentication to protect accounts from attacks.
2. Faculty Office Furniture Policy, David Andrus, April Graham & Sharlene Coleal, (pg. 21-23)
  - a. This document aims to improve the process for office allocation. Faculty will now have 4 weeks from last day employed with the District to vacate their offices. All campus buildings, offices and furniture need to be ADA complaint. Faculty who are grandfathered

in will not have their furniture removed so long as it is ADA compliant. This item will move forward.

3. Academic Senate Constitution & Bylaws Proposed Changes, Rebecca Shepherd
  - a. [Constitution](#)
  - b. [Bylaws](#)
  - c. The documents were revised via a collaborative process to provide more information, put in place past practices, establish consistency, ensure Senate needs are being met. Updated areas include term length, creating a new non-credit pathway, renaming previous "Clerk" positions as "Communications Officer" and "Treasurer" as "Lead Adjunct Senator." Both positions will serve as liaison between the Senate and ASCCC and will serve on Senate Exec Committee. Past Senate President position was removed and abstentions will no longer be counted as "no votes" unless the vote is for a "majority of quorum". This item will return as action.
  
4. Academic Senate Tenure Philosophy Statement (pg. 24-25)
  - a. David took the information from the existing Tenure Process Packet found on the Senate web site and turned the introductory page into a stand alone philosophical statement. The evaluation docs are being brainstormed by the joint taskforce and will go to COCFA for consideration at the bargaining table. The committee has agreed that teaching is important and there are many who are great teachers participate in the collegial shared governance process should also be emphasized as a significant measure of the tenure process. Changes will be made in eval docs to reflect these changes. The idea is to adopt this statement before the semester ends. This item will return as an action item.

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

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

#### **F. New Future Business**

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6. Academic Integrity Taskforce
7. Department Chair Training Workshops
8. Tenure Committee Training Workshops

#### **G. Announcements**

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**H. Adjournment:** 4:58 pm



## THE COLLEGE OF THE CANYONS ACADEMIC SENATE

### RESOLUTION

No. 2021/22-06

#### RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY

**WHEREAS**, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public, and that any person may attend and participate in such meetings;

**WHEREAS**, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so

**WHEREAS**, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

**WHEREAS**, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met

**WHEREAS**, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

**WHEREAS**, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

**WHEREAS**, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

**RESOLVED**, the College of the Canyons Academic Senate finds, determines, declares, and orders the following:

1. That the foregoing recitals are true and correct and the Academic Senate incorporates them by this reference.
2. The Academic Senate finds, by a 2/3 majority vote, the following:
  - a. That there exists a proclaimed state of emergency



AND either:

- i. The Academic Senate is meeting to determine one of the following, or more than 30 days have passed since the Academic Senate met and determined one of the following and the Academic Senate now re-determines one of the following:
  - a) State or local officials have imposed or recommended measures to promote social distancing; OR
  - b) As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

OR

- ii. The Academic Senate has made the determination set forth in subdivision (i), above within the last 30 days and now makes the following determination:
  - a) The Academic Senate has reconsidered the circumstances of the state of emergency; AND
  - b) Any of the following circumstances exist:
    1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
    2. State or local officials continue to impose or recommend measures to promote social distancing.
3. The Academic Senate President is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.
4. That this Resolution shall take effect immediately upon its adoption.

*Adopted, Academic Senate, xxxxxxxxxxxx*

## Department Chairs

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

*Note: Names not in bold were previously approved on the April 28, 2022 Academic Senate agenda  
Names in bold pending approval*

	2020 Departments and Chairs
<b>School of Applied Technologies</b>	*Architecture and Interior Design, Jason Oliver, Chair
	*Automotive Technology, Gary Sornborger, Chair
	*Construction Management & Technologies – <b>Teresa Ciardi, Chair</b>
	*Engineering Technologies – Regina Blasberg, Chair
	*Manufacturing Technology – Tim Baber, Chair
	*Telecommunications & Electronic Systems – Justin Hunt, Chair
	*Welding – Tim Baber, Chair
<b>School of Business</b>	*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
<b>School of Humanities</b>	*American Sign Language – Brittany Applen, Chair
	*Cinema – <b>Max Keller, Chair</b>
	*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
<b>School of Kinesiology</b>	*Kinesiology/Physical Education –Howard Fisher, Chair
	*Recreation Management Program Coordinator – Brittany Applen
<b>School of Mathematics, Sciences, &amp; Health Professions</b>	*Administration of Justice – Larry Alvarez, Chair
	*Biological Sciences – Miriam Golbert, Chair
	*Chemistry –Rebecca Eikey, Chair

	*Computer Science – Benjamin Riveira, 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
<b>School of Non-Credit</b>	*Non-credit – Garrett Rieck, Chair
<b>Social &amp; Behavioral Sciences</b>	*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
<b>Visual &amp; Performing Arts</b>	*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
<b>Enrollment Services, Counseling, &amp; Student Services</b>	*Counseling –Aivee Ortega, Chair

### Curriculum At-Large Seats

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

At-Large Curriculum Seats	Nominees
At-Large Seat #1	Christopher Boltz
At-Large Seat #2	Jeremy Patrich
At-Large Seat #3	Susan Ling
At-Large Seat #4	Tammy Bathke
At-Large Seat #5	Carly Gott

### Academic Senate Adjunct Seats

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

Adjunct Seats	Nominees
Adjunct Seat #1	Jesse Vera
Adjunct Seat #2	Arshia Malekzadeh
Adjunct Seat #3	Mireya Milian

**COLLEGE OF THE CANYONS  
ACADEMIC SENATE**

**TO:** Omar Torres, Assistant Superintendent/Vice President of Instruction  
**FROM:** David C. Andrus, President, Academic Senate  
**DATE:** May 9, 2022  
**RE:** Academic Senate Release Time – **2022/23 Academic Year**

COCFA Contract, Article 12, Section J allows for 350% Reassign Time per Semester for the Academic

Academic Senate Position	% FTF Reassign Time Fall 2022	% FTF Reassign Time Spring 2023
<i>Academic Senate President, David Andrus</i>	100	100
Academic Senate Vice President, Lisa Hooper	20	20
Curriculum Committee Chair, Tricia George	80	80
Policy Review Committee Chair, Gary Collis	40	40
CTE Liaison, Gary Quire	40	40
Program Review Committee Chair, Rebecca Eikey	20	20
Faculty Professional Development Chair, Teresa Ciardi	20	20
Program Viability Chair, Garrett Rieck	30	30

Senate (to be allocated by the Academic Senate). A percentage of this release time for the Academic Senate must be used to support a CTE liaison position.

The reassign times for key positions of the Academic Senate are listed below and shall be allocated and in effect for the fall, 2022 and spring, 2023 semesters:

***\*Faculty Articulation Officer/Liaison, Julie Hovden 20% District release/reassign time.***

As a reminder, in consultation with Dr. Van Hook, it was agreed beginning spring, 2022 and thereafter, the position of "Faculty Articulation Officer/Liaison that serves on the Curriculum Committee shall receive 20% District release/reassign time rather than Academic Senate release time. Julie Hovden will continue to serve as Faculty Articulation Officer/Liaison for the 2022/23 academic year.

## 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.**

**2022/2023 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS**

<b>Academic Senate &amp; Curriculum Committee Meetings 2022/2023 – OPTION #1</b>					
<b>Fall 2022</b>			<b>Spring 2023</b>		
<i>Meetings occur on Thursdays in BONH 330 (3:00 pm to 5:00 pm)</i>					
<i>The Chancellors office recommends a Thursday or Friday to honor Veteran's Day</i>					
Month	Meeting	Date	Month	Meeting	Date
August	Senate Retreat	Aug. 25	February	Senate 8	Feb. 09
September	Curriculum 1	Sept. 01		Curriculum 8	Feb. 16
	Senate 1	Sept. 08	Senate 9	Feb. 23	
	Curriculum 2	Sept. 15	March	Curriculum 9	March 02
	Senate 2	Sept. 22		Senate 10	March 09
	Curriculum 3	Sept. 29		Curriculum 10	March 16
October	Senate 3	Oct. 06	Senate 11	March 23	
	Curriculum 4	Oct. 13	Curriculum 11	March 30	
	Senate 4	Oct. 20	No Meeting - Spring Break	April 06	
November	Curriculum 5	Oct. 27	Senate 12	April 13	
	Senate 5	Nov. 03	Curriculum 12	April 20	
	Curriculum 6	Nov. 10	Senate 13	April 27	
	Senate 6	Nov. 17	May	Curriculum 13	May 04
No Meeting - Thanksgiving	Nov. 24	Senate 14		May 11	
December	Curriculum 7	Dec. 01	Curriculum 14	May 18	
	Senate 7	Dec. 08	Senate 15	May 25	



**2022/2023 ACADEMIC YEAR ACADEMIC SENATE & CURRICULUM COMMITTEE PROPOSED CALENDAR OPTIONS**

<b>Academic Senate &amp; Curriculum Committee Meetings 2022/2023 – OPTION #2</b>					
<b>Fall 2022</b>			<b>Spring 2023</b>		
<i>Meetings occur on Thursdays in BONH 330 (3:00 pm to 5:00 pm)</i>					
<i>The Chancellors office recommends a Thursday or Friday to honor Veteran's Day</i>					
Month	Meeting	Date	Month	Meeting	Date
August	Senate Retreat	Aug. 25	February	Senate 8	Feb. 09
September	Curriculum 1	Sept. 01		Curriculum 8	Feb. 16
	Senate 1	Sept. 08	Senate 9	Feb. 23	
	Curriculum 2	Sept. 15	March	Curriculum 9	March 02
	Senate 2	Sept. 22		Senate 10	March 09
	Curriculum 3	Sept. 29		Curriculum 10	March 16
October	Senate 3	Oct. 06	Senate 11	March 23	
	Curriculum 4	Oct. 13	Curriculum 11	March 30	
	Senate 4	Oct. 20	No Meeting - Spring Break	April 06	
November	Curriculum 5	Oct. 27	Senate 12	April 13	
	Senate 5	Nov. 03	Curriculum 12	April 20	
	Curriculum 6	Nov. 10	Senate 13	April 27	
	Senate 6	Nov. 17	May	Curriculum 13	May 04
No Meeting - Thanksgiving	Nov. 24	Senate 14		May 11	
December	Senate 7	Dec. 01	Curriculum 14	May 18	
	Curriculum 7	Dec. 08	Senate 15	May 25	

## STUDY ABROAD COUNCIL

A Subcommittee of the Academic Senate

### Operating Procedures

#### **Mission**

The Study Abroad Council is designed to provide students who enroll in related and appropriate courses opportunities to broaden their knowledge of, and exposure to, other people and cultures. Students who participate in this program will experience cultures, places, and ideas first-hand while acquiring knowledge and skills for living in an interdependent and culturally diverse world.

The Study Abroad Council supports faculty to develop study abroad programs that offer students the opportunity to experience cultures, places, and ideas first-hand while completing college courses.

#### **Purpose**

The purpose of the Study Abroad Council is to achieve the following:

- a. Review, evaluate and recommend for approval proposed study abroad courses/programs
- b. Guide program development and expansion
- c. Assist in development of processes to encourage and facilitate faculty and student involvement in study abroad opportunities across departments and divisions
- d. Generate strategies to effectively cover course content in non-traditional environments
- e. Develop opportunities to increase study abroad awareness on campus
- f. Promote interdisciplinary approaches to study abroad programs
- g. Serve as a resource to ensure the success of study abroad projects
- h. Assist with assessing needs, acquiring support, and evaluating study abroad activities
- i. Train/ mentor new faculty teaching abroad
- j. Ensure adherence to the guidelines of the Standards of Good Practice
- k. Ensure adherence to the Responsible Education Abroad: Best Practices for Health, Safety and Security.

- l. Promote student success, cultural competencies, and completion through study abroad
- m. Assess student's academic, inter-cultural and personal development outcomes through institutional measures and metrics

## **Membership**

Membership will consist of the following:

- a. Five to seven Faculty Members
- b. One Faculty Co-Chair (considered one of the members)
- c. One Administrative Co-Chair (Instructional Dean)

All faculty appointments shall be made by the Academic Senate President in consultation with the Faculty Co-Chair to ensure programmatic continuity and success. All faculty appointments are for one year terms to commence in the fall semester of each academic year. The CIO will designate an instructional Dean to serve as Administrative Co-Chair.

The Council reserves the right to appoint faculty liaisons to coordinate programmatic planning and outcomes with other campus groups. Liaisons may be existing voting members or additional nonvoting members. All faculty liaisons shall be appointed by the Academic Senate President in consultation with the Council's Faculty Co-Chair.

## **Voting Rights**

- a. Recommendations and decisions will be based on the majority vote, including co-chairs
- b. Recommendations and decisions will be based on a quorum of active members ("active" is defined as missing no more than two meetings per semester)
- c. While alternates may attend in place of members, voting rights are reserved to the appointed member, except when there is an approved proxy to vote

## **Meetings**

- a. The Council will meet once per month during the fall and spring semesters
- b. Council members will discuss meeting dates for each semester
- c. Additional meetings dates may be added, if necessary
- d. Meeting agendas and summaries will be posted in the COC Committee Website

## **Procedures**

- a. There will be a faculty co-chair that will be appointed by the academic senate president for a two-year term
- b. The administrator co-chair will be the college's CIO or a designee
- c. Agenda items are set by co-chairs with the previous input from committee members
- d. Only appointed members will have voting rights concerning proposal review processes and functions
- e. Council members will share the responsibility of taking minutes
- f. The Council will make decisions based on a majority vote
- g. All members of the Council will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider students and the college and not just the constituent group that the member represents.

## **Attendance**

- a. It is the responsibility of the Council member to notify a co-chair when he/she is unable to attend a scheduled meeting
- b. If a member of the Council is unable to attend a meeting, he/she may have another faculty member attend in his/her place
- c. A Council member shall not miss more than two (2) meetings per semester

## **Study Abroad Program Guidebook**

The Council shall develop and maintain a Study Abroad Program Guidebook. The purpose of the Guidebook is to provide detailed programmatic guidelines for instructional study abroad practices and serve as a detailed supplement to these operating procedures.

## AP 7121 Minimum Qualifications and Equivalencies

### Reference:

Education Code 87001, 87003 and 87743.2

Title 5 Sections 53400 et seq.

Minimum Qualifications for Faculty and Administrators in California Community Colleges 2016 (CCCCO publication, 2012)

Equivalence to the Minimum Qualifications (ASCCC publication, 2016)

ASCCC Curriculum Committee website: <http://www.cccurriculum.net/about-us/>  
accessed August 5, 2012.

### I. MINIMUM QUALIFICATIONS

It is the philosophy of the ASCCC and of the Academic Senate of College of the Canyons that faculty hiring procedures and guidelines provide for qualified college faculty who are experts in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the students they serve. The Board of Trustees, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Academic Senate, has an inherent professional responsibility to ensure the quality of its faculty peers through the development and implementation of policies and procedures governing the hiring process.

The Office of Human Resources, in consultation with the Academic Senate's Minimum Qualification and Equivalencies Committee and the Department Chairs, evaluates the minimum qualifications of an applicant to teach in a discipline at COC. The determination is based on the requirements determined by the Board of Governors of the California Community Colleges in consultation with the Academic Senate for the California Community Colleges (ASCCC) and published in the *Minimum Qualifications for Faculty and Administrators of California Community Colleges*, also known as the "Disciplines List." Minimum qualifications are determined for disciplines, not for courses or subject areas within disciplines, not for programs or for divisions/schools.

Disciplines are divided into 3 categories:

1. Disciplines requiring a Master's degree
2. Disciplines in which a Master's degree is not generally available
3. Disciplines in which a Master's degree is not generally available but which requires a specific Bachelor's or Associate degree.

Title 5 regulations also specify minimum qualifications for additional faculty members, including health services professionals, non-credit instructors, apprenticeship instructors, Disabled Student Programs and Services personnel, Extended Opportunity Programs and Services personnel, learning assistance and tutoring coordinators, and work experience coordinators.

The minimum qualifications for disciplines, in which a Master's degree is not generally available, are one of the following:

1. Any Bachelor's degree and two years of professional experience directly related to the faculty member's teaching assignment. Professional experience includes both work/occupational experience and teaching experience.
2. Any Associate degree and six years of professional experience directly related to the faculty member's teaching assignment. Professional experience includes both work/occupational experience and teaching experience.

#### **a) EQUIVALENCY TO THE MINIMUM QUALIFICATIONS**

The faculty in each discipline determine whether they will accept equivalencies to the minimum qualifications to teach in their discipline.

Beginning in 2015 and every five years thereafter, the discipline/department faculty will review, decide, and inform the Academic Senate whether the discipline will accept equivalencies to the minimum qualifications. These decisions will be presented to the Academic Senate at the second Academic Senate meeting of the academic year.

If a discipline needs to make a change in their acceptance of equivalencies prior to the Senate's established five-year cycle due to Board Certification or other professional requirements, such as in Nursing or Paralegal Studies, the department must make a request to the MQE Committee to make a change off cycle in the acceptance of equivalencies.

#### **b) BURDEN OF PROOF AND QUESTIONABLE MINIMUM QUALIFICATIONS**

The burden of proof, with regard to the degree and with regard to experience, is on the applicant. Clear and thorough evidence with substantiating documentation must be presented with the application for employment. The Human Resources Office will verify minimum qualifications using the published *Minimum Qualifications for Faculty and Administrators of California Community Colleges*, also known as the "Disciplines List."

Applications with questionable minimum qualifications will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If an agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

Information and links to past and current disciplines lists are available on the Academic Senate's website at [www.canyons.edu/offices/Acad\\_Sen](http://www.canyons.edu/offices/Acad_Sen).

## **II. EQUIVALENCY TO A DEGREE**

AB1725 provides for the hiring of faculty who do not meet minimum qualifications, provided that "the governing board determines that he or she possesses qualifications that are at least equivalent" (title 5, Sec 87359). The criteria and process for reaching this judgment must be determined jointly by the Board of Trustees of a Community College District and the Academic Senate (Title 5, Sec 53430).

Together, they are responsible for establishing and monitoring the process to assure its fairness, efficiency, and consistent adherence to maintaining standards. The agreed upon process includes reasonable procedures to ensure that the governing Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual faculty employed possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in the published *Minimum Qualifications for Faculty and Administrators of California Community Colleges*.

The process also requires that the Academic Senate be provided with an opportunity to present its views to the Board of Trustees before the governing board makes a determination; and that the written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358. Until a joint agreement is reached and approved, the faculty member will be bound by the minimum qualification.

The authority to determine equivalent qualifications allows College of the Canyons (COC) to hire the most qualified individuals. The standards of the disciplines list published in the Minimum Qualifications for Faculty and Administrators of California Community Colleges cannot be waived. The fact that a particular candidate is the best that the college can find does not affect the question of whether he or she possesses equivalent qualifications. Professional experience includes both work/occupational experience and teaching experience. Regardless of staffing needs, faculty must meet the minimum qualifications or equivalency. Care has been given in this document to establish guidelines for equivalent criteria and to draft a supplemental application page that elicits relevant information. Determination of equivalency must be done fairly and expeditiously while maintaining the standards of AB1725.

#### **a) CRITERIA FOR DETERMINING DEGREE EQUIVALENCY**

As per the paper, Equivalence to the Minimum Qualifications adopted by ASCCC in spring 1999 and revised spring 2016, the Academic Senate believes that faculty members must exemplify to their students the value of an education that is both well-rounded and specialized. Therefore, the Academic Senate supports the following basic principles for granting equivalency:

1. Equivalent to the minimum qualifications means equal to the minimum qualifications, not nearly equal
2. The applicant for an equivalency must provide evidence of attaining coursework or experience equal to the general education component required of an Associate or Bachelor degree
3. The applicant for an equivalency must provide evidence of attaining the skills and knowledge provided by specialized course work component required for a major in an Associate, Bachelor's or Master's degree

The Academic Senate has developed procedures to meet the responsibility to determine equivalencies when an applicant for a faculty position, though lacking the exact degree or experience specified in the disciplines list, nonetheless does possess qualifications that are at least equivalent. The equivalency process is, by statute, is one upon which the Board of Trustees and the Academic Senate jointly agree.

The Human Resources Office will verify equivalencies using the established equivalencies set out in this procedure. Applications with questionable equivalencies will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE

Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

To determine equivalencies for current full-time faculty when they request additional discipline assignments, applications will be sent to the Human Resources Department. Questionable applications will be sent to the MQE Committee for resolution or to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

The equivalencies established in this document will apply to new full-time and part-time faculty employees hired after June 1, 2014. Current full-time faculty employees of the district hired prior to this date are subject to prior established equivalencies. Prior part-time faculty employees will be grand-fathered under the prior equivalencies but they must meet new equivalencies starting June 1, 2014, if they have not taught in the district for three continuous years.

**b) EQUIVALENCY TO A MASTER DEGREE**

(Applies to disciplines in category 1 – Disciplines requiring a Master’s degree)

*Revised 2016<sup>1</sup>*

In order to establish the equivalent of a Master’s degree in a discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to a Master’s degree in a requested discipline lies with the applicant. Documentation must include the following:

An official transcript documenting successful completion of any Master’s degree from an accredited institution of higher learning 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.

An applicant who does not provide conclusive evidence in regard to all sections of an option above does not possess the equivalent of the Master’s degree in question. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses/thesis for the relevant degree but the degree has another name. A review of the transcript might show that the coursework completed is the same as the coursework required by the Master’s program and establishes that an applicant does have the broad background and depth of experience to be judged equivalent to the content of the academic work of the Master’s degree in question.

<sup>1</sup> On November 10, 2016, the College of the Canyons Academic Senate voted to remove the following Equivalencies that were first established in 2013: Equivalency to a Masters Option #2 • Equivalency to a Bachelors Option #3 • Equivalency to an Associates Option #3.



**c) EQUIVALENCY TO A BACHELOR DEGREE**

(Applies to disciplines in categories 2 and 3 – Disciplines in which a Master’s degree is not generally available)

*Revised 2016<sup>1</sup>*

In order to establish the equivalent of a Bachelor’s degree in a requested discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to a Bachelor’s degree lies with the applicant. Documentation of equivalency must meet the requirements of one of the following two options:

**Option 1**

The applicant must submit an official transcript documenting successful completion of 120 semester units of college coursework at an accredited institution of higher learning. The transcript must include successful completion of 60 semester units of lower division and 60 semester units of upper division coursework. Also, the transcript must include successful completion of 36 semester units of general education courses as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies* and 24 discipline-specific semester units in courses for any one discipline-specific major. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

**Option 2**

The applicant must submit an official transcript documenting successful completion of a combination of a minimum of 80 semester units of college coursework at an accredited institution of higher learning including the general education course units, as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies*, required for the Bachelor’s degree and documented and verifiable evidence of 640 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

<sup>1</sup>On November 10, 2016, the College of the Canyons Academic Senate voted to remove the following Equivalencies that were first established in 2013: Equivalency to a Masters Option #2 • Equivalency to a Bachelors Option #3 • Equivalency to an Associates Option #3.

## General Education for the Bachelor Degree

To meet the general education requirements for the Bachelor's degree, the applicant must include an official transcript documenting successful completion of a minimum of 36 semester units including 3 semester units in each of the following courses. A passing grade on a CLEP, IB, or AP exam are equivalent to 3 units for the related general education course. Credits by exam are acceptable.

- English Composition (Expository writing)
- Critical Thinking (e.g. Logic, Argumentation, Composition based on analytical reading)
- Oral Communications (e.g. Public Speaking, Group Communications)
- Physical Science\* (e.g. Astronomy, Chemistry, Environmental Science, Geology, Oceanography, Physical Geography, Physical Science, Physics)
- Biological/Life Science\* (e.g. Biology, Physical Anthropology)
- College Level Math (e.g. Mathematics above Intermediate Algebra)
- Fine/Performing Arts (e.g. Animation, Art, Dance, Design, Graphic Design, Music, Photo, Theater)
- Humanities (e.g. Foreign Language, Humanities, Literature, Philosophy) One course in either Fine/Performing Arts or Humanities
- One course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A second course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A third course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)

\* One of the Physical or Biological science courses above must include a laboratory.

An applicant who does not provide conclusive evidence in regard to both general education and major courses does not possess the equivalent of a Bachelor's degree. The applicant is expected to provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. The applicant must show possession of the equivalent of not only specialized knowledge of a particular major, but also of the general education component. No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses/thesis for a degree but the degree was never granted. A review of the transcript might show that the coursework was completed and establishes that a candidate really does have the broad background and depth of experience to be judged equivalent to the content of the academic work of a Bachelor's degree.

**d) EQUIVALENCY TO AN ASSOCIATE DEGREE**  
(Applies to disciplines in categories 2 and 3)  
*Revised 2016<sup>1</sup>*

In order to establish the equivalent of an Associate degree in a discipline, applicants must show possession of at least the equivalent in level of achievement, breadth, and depth of understanding. The responsibility for supplying documentation to verify equivalency to an Associate degree in a requested discipline lies with the applicant/candidate. Documentation of equivalency must meet the requirements of one of the following options:

**Option 1**

The applicant must submit an official transcript documenting successful completion of 60 units of college coursework at an accredited institution of higher learning. The transcript must include 15 units of general education courses as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies*. Also, the transcript must include 18 units of discipline-specific units for any one discipline-specific major. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

**Option 2**

The applicant must submit an official transcript documenting successful completion of a minimum of 40 units of college coursework at an accredited institution of higher learning including a minimum of 18 general education course units as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies* and required for the Associate degree and documented and verifiable evidence of 320 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

**Option 3**

The applicant must submit equivalencies that demonstrate they have earned general education skills and competencies through their work or other non-traditional methods. It is the responsibility of the potential faculty applicant to prepare the artifacts/evidence/documentation necessary to demonstrate achievement of 18 semester units of general education outcomes through means other than traditional classroom instruction. (One semester unit is equal to 17 hours of instruction time). The 18 semester units of general education are outlined in the adopted ASCCC CTE Toolkit. Additionally, the applicant must provide documented and verifiable evidence of 320 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and/or licensing programs in the requested discipline. Examples of approved training programs include, but are not limited to, those provided by labor unions, state and national certification boards, and governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam and credits on a military transcript are acceptable.

- a. Option 3 is a temporary hiring equivalency process that shall expire two years after its adoption by the College Policy Council unless extended or made permanent through the

District's regular policymaking process. Option 3 may only be utilized for the hiring of adjunct instructors and only if all of the following has occurred prior to hiring:

- i. An objective rubric has been developed for an academic position that enables the Office of Human Resources to clearly, adequately, and independently determine if an applicant for an advertised position has successfully satisfied the specific conditions of the stated equivalency, and
  - ii. The objective rubric has been formally approved by COC's MQE Committee and accepted by the Office of Human Resources as an acceptable instrument, and
  - iii. The Academic Senate has been notified of the approval of the objective rubric.
- b. When evaluating the applicant under Option 3, Administrative Procedure 7120, shall control, however, the Office of Human Resources, MQE Committee Chair and Committee Screening Chair shall collectively determine if applicants meet the equivalency and must consult with other faculty disciplinary experts related to any uncertain general education equivalency.
  - c. The language in Administrative Procedure 7120 Section 4.2 permitting part-time instructors to use a previously established equivalency to qualify for any future full-time hires is inapplicable to adjunct instructors hired under Option 3, unless and until future revisions to this procedure state otherwise.

<sup>1</sup> On November 10, 2016, the College of the Canyons Academic Senate voted to remove the following Equivalencies that were first established in 2013: Equivalency to a Masters Option #2 • Equivalency to a Bachelors Option #3 • Equivalency to an Associates Option #3.

### **General Education for the Associate Degree (Title 5 Section 55063(b))**

To meet the general education requirements for the Associate degree or equivalent, the applicant must include an official transcript documenting successful completion of a minimum of 18 semester units from the course categories listed below and including a minimum of 3 semester units in each of the 5 areas. A passing grade on a CLEP, IB, or AP exam are equivalent to 3 units for the related general education course. Credits by exam are acceptable.

- Natural Science (e.g. Astronomy, Biology, Chemistry, Environmental Science, Physical Anthropology, Physical Science, Physics)
- Social Sciences (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- Humanities (e.g. Art, Dance, Design, Foreign Language, Humanities, Literature, Music, Philosophy, Photography, Theater)
- English Composition (Expository writing)
- Communication and Analytical Thinking (oral communication, mathematics at minimum one level below transferable, logic, statistics, computer language and programming)

An applicant who does not provide conclusive evidence in regard to both general education and major specific courses does not possess the equivalent of the Associate degree. The applicant is expected to

provide evidence of equivalent preparation, and this evidence must be as reliable, objective, and thorough as a transcript. The applicant must show possession of the equivalent of not only specialized knowledge of a particular major, but also of the general education component.

No set amount of knowledge can be said to be equivalent to any degree; equivalency depends on the nature of the knowledge. Many criteria for determining equivalency seem obvious and can be handled in a simple manner. Others are more complicated. One easy-to-address situation occurs when someone has all the appropriate courses for a degree but the degree was never granted. A review of the transcript might show that the coursework was completed and establishes that a candidate really does have the broad background and depth of experience to be judged equivalent to the content of the academic work of an Associate degree.

### **III. CRITERIA FOR DETERMINING EXPERIENCE**

In order to establish experience, a candidate must show possession of thorough and broad skill and knowledge for each of the following:

1. Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline
2. Extensive and diverse knowledge of the working environment of the vocation.

Examples of documents in support of relevant experience might include:

- Documentation of prior teaching experience in the requested discipline.
- Employer statements or other evidence validating related work experience. In the case of self-employment, continuity of experience evidenced by presenting copies of relevant tax forms (schedule C or partnership forms) over the number of requested years.
- Documentation of apprenticeships and journeyman training.
- Examples of substantial evidence of work products that show a command of the discipline and time expended on the products.

### **IV. EQUIVALENCY COMMITTEE OF THE ACADEMIC SENATE**

#### **a) APPLICATION TO REQUEST EQUIVALENCY**

1. The *Request for Equivalency* form must be completed and attached to the application for employment together with official transcripts and/or other supporting documentation as evidence of equivalency and submitted to the Office of Human Resources. Request for Equivalency to an Associate's Degree, to a Bachelor's Degree and to a Master's Degree forms are available on the Office of Human Resources Website:  
<http://www.canyons.edu/Offices/HumanResources/Pages/minimum.aspx>
2. The Human Resources Office will verify equivalencies using the established equivalencies set out in this procedure. Applications with questionable equivalencies will be brought to the Department Chair of the discipline and to the Hiring Committee Chair for their review. If agreement cannot be reached between the Hiring Committee Chair and the Chair of the Department, the application will be brought to the MQE Committee of the Academic Senate for a resolution during fall and spring semesters and to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet.

To determine equivalencies for current full-time faculty when they request additional discipline assignments, applications will be sent to the Human Resources Department. Questionable applications will be sent to the MQE Committee for resolution or to the MQE Committee Chair or designee during the winter and summer terms when the MQE Committee does not meet

3. Decisions regarding equivalencies to the minimum qualifications for a discipline when an applicant for employment submits the application will be made prior to the hiring interview. If the discipline faculty members on the Hiring Committee do not reach a unanimous decision, the equivalency is not granted.
4. If a full-time faculty member requests an additional equivalency after hiring, a *Request for Equivalency* form will be referred to the Equivalency Committee of the Academic Senate. Official transcripts and other supporting documentation must be attached to the application and submitted to the Office of Human Resources. If the Equivalency Committee does not reach a unanimous decision, the equivalency is not granted. A determination of equivalency does not guarantee a teaching assignment in the requested discipline.
5. A determination of equivalency does not guarantee a teaching assignment in the requested discipline.
6. Decisions of the Equivalency Committee will be reported to Human Resources for a possible interview and upon hire submitted to and approved by the Academic Senate in the same way that decisions of the Curriculum Committee are submitted to and approved by the Academic Senate.
7. In all equivalency procedures, the Office of Human Resources shall inform the applicant of the decision.
8. All records involved in equivalency proceedings, regardless of whether the equivalency was granted or not, shall be confidential. At the conclusion of the equivalency determination by the Equivalency Committee, the *Request for Equivalency* form and all supporting documents shall be returned to the Office of Human Resources.

**b) COMMITTEE MEMBERSHIP**

1. All faculty members serving on the committee shall be contract faculty.
2. Members of the committee will participate in annual training to take place at the first meeting of each academic year.
3. Members of the committee will review the Administrative Procedures of the Minimum Qualifications and Equivalencies (AP 7121) each spring term of the academic year.
4. All decisions of the Equivalency Committee will be made by vote of its members. A vote will not take place unless a quorum, as established by a majority of its members, is present.

5. The committee will have one faculty representative from each division/school. The Equivalency Committee may consult with discipline faculty for the requested discipline if no faculty member from the division/school where the discipline resides serves on the Equivalency Committee.
6. The committee will have two non-voting members from the Human Resources Office.
7. A full-time faculty member seeking an equivalency must abstain from deliberating on the determination of that equivalency if the faculty member making the request serves on the Equivalency Committee. In such a case, the committee must request an alternate faculty member from the division, which the faculty member represents on the committee.
8. The Committee will meet at least once a month during the fall and spring semesters, the date and time to be determined by the members of the committee.
9. A unanimous decision of the quorum (defined as 50%+1) must be reached by the Equivalency Committee or the equivalency is not granted. A member of the Committee who is not present when a *Request for Equivalency* form is reviewed forfeits his or her right to vote. Voting will take place at the scheduled monthly committee meetings, however, in the event when a timely vote must take precedence, voting may take place by email.

**c) APPEAL PROCEDURE FOR CONTRACT FACULTY ONLY**

If a contract faculty member applies for equivalency for an additional discipline disagrees with the decision, the applicant may appeal by submitting new written documentation or clarifications to the Equivalency Committee. This appeal must be submitted within 15 contract days after the applicant has received notification of the committee's decision. The applicant may make an oral statement explaining this new material to the committee at its next scheduled meeting. The committee will deliberate again without the applicant present and the committee's decision shall be final. If a unanimous decision cannot be reached, the equivalency is not granted and the appeal process ends.

**d) RE-APPLICATION PROCEDURE**

If a current full-time or part-time faculty was denied an equivalency in the past but has after one academic year since completed additional coursework and/or possesses new supporting documentation, the applicant may re-apply for the equivalency. This is not an appeal; this is a re-application because of the time elapsed since the last equivalency decision. The Equivalency

Committee will review any and all records involved in past considerations of equivalency for that particular applicant, along with the new supporting documentation. Faculty members may not re-apply unless there is new coursework and/or new supporting documentation. The re-application process is subject to the appeal procedure.

**SOURCES**

1. Minimum Qualifications for Faculty and Administrators in California Community Colleges 2016 (CCCCO publication, 2016)

<http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2016-Minimum-Qualifications-Report-ADA.pdf>

2. Equivalence to the Minimum Qualifications (ASCCC publication, 2016)  
<http://www.asccc.org/papers/equivalence-minimum-qualifications-1>
3. ASCCC Curriculum Committee website: <http://www.ccccurriculum.net/about-us/> accessed August 5, 2012.

Revised May 2017





## **AP 4024      Substitute Instructors**

### **Definitions**

**Instructor of Record:** The faculty member who the Santa Clarita Community College District (District) has assigned to regularly teach a particular class during a given term.

**Substitute Instructor:** An instructor assigned by the District to assume, on a short-term basis, all the duties of an Instructor of Record with respect to a designated class.

### **Appointment of a Substitute Instructor for a Synchronous Class Meeting Taught by a Traditional or Distance Education Modality**

The District shall provide a Substitute Instructor for a synchronous class meeting starting with the Instructor of Record's second absence during the same term, except that the District will provide a Substitute Instructor upon the Instructor of Record's first absence when:

- a. The Instructor of Record is absent from the first class meeting; or
- b. The class from which the Instructor of Record is absent meets synchronously only once a week; or
- c. The class from which the Instructor of Record is absent is a "short term" class; or
- d. The Instructor of Record provides the District at least fourteen (14) days advance notice of an intent to be absent; or
- e. The Instructor of Record's absence is necessitated by service on a selection committee for interviews; or
- f. The Instructor of Record will be absent from a laboratory class; or
- g. the relevant school dean determines that the class meeting from which the Instructor of Record will be absent must proceed as scheduled due to, for example, the administration of critical testing required for student licensing or credentialing that cannot be delayed, and similar extraordinary and atypical reasons; or
- h. The class from which the Instructor of Record will be absent is a dual enrollment class offered pursuant to a College and Career Access Pathways partnership agreement, as authorized by California Education Code section 76004, et seq., to which the District is a party; or
- i. The failure to provide a Substitute Instructor would cause the actual "Total Course In-Class (Contact) Hours" for students enrolled in the class to fall below the minimum number of hours required by law.

### **Appointment of a Substitute Instructor for Classes Taught Entirely Asynchronously**

The District shall provide a Substitute Instructor for a class taught entirely asynchronously only when the Instructor of Record (1) takes a District-approved leave of absence for a period of three or more consecutive business days and (2) requests that a Substitute Instructor be appointed. The Substitute Instructor's appointment shall end when the Instructor of Record is no longer on a District-approved leave of absence.

The relevant school dean may also appoint a Substitute Instructor, if the Instructor of Record is absent from a class taught entirely asynchronously, regardless of the length of the absence and without the Instructor of Record's request, if the dean determines that the appointment is necessary for the administration of critical testing required for student licensing or credentialing that cannot be delayed, and for similar extraordinary and atypical reasons.

### **Substitute Instructor Qualifications, Selection, and Duties**

All individuals selected to serve as a Substitute Instructor must be entitled to teach the class, pursuant to the law and District policy and procedure, to which they are assigned. The Office of Instruction shall be responsible for selecting a Substitute Instructor but shall rely primarily upon the recommendation of the relevant department chair (or designee) in consultation with the Instructor of Record and school dean. When recommending an individual to serve as a Substitute Instructor, the department chair (or designee) shall, whenever reasonably appropriate, consider the following:

- a. whether the Substitute Instructor has previously served as Instructor of Record for a section of the course to which that Substitute Instructor would be assigned; and
- b. whether the Substitute Instructor is likely to be available to serve in that capacity regularly during a term in which the Instructor of Record is reasonably expected to be absent intermittently or for a lengthy time period, for the purpose of minimizing the disruption caused by use of different substitute instructors in the same class during the same term.

If the Office of Instruction is unable to secure the service of an existing District employee as a Substitute Instructor, the school dean shall advise the relevant department chair.

In addition to any leave notification required by any collective bargaining agreement to which the District is a party, regularly-assigned instructors are encouraged to assist in the orderly provision of a substitute instructor for their classes by communicating a planned, known, or anticipated absence to the Office of Instruction as far in advance of the absence as reasonably possible.

To the extent practicable and reasonable, Instructors of Record are encouraged to assist in the orderly appointment of a Substitute Instructor for their classes by communicating relevant, significant course-related information to the school dean and/or the Substitute Instructor on matters such as course content, upcoming assignments, lesson plans, and the like.

The District expects Substitute Instructors to provide the same quality instruction that the District expects of Instructors of Record. Substitute Instructors shall, to the extent practicable given the extent of notice of the assignment and the guidance and materials provided by the Instructor of

Record, the chair of the corresponding academic department, and/or the Dean of the relevant school, provide instruction to students, synchronously or asynchronously, as applicable, regarding the course material that the Instructor of Record intended to cover had they been present and complete all other duties of an Instructor of Record (i.e., making assignments and grading work completed by students, responding to student questions presented face-to-face, telephonically, or via digital communication, etc.).

### **Collective Bargaining Agreements**

The requirements of this procedure are not intended to conflict with any term of a collective bargaining agreement to which the District is a party and to the extent a conflict exists, either at the time of this procedure's adoption or thereafter, the terms of the collective bargaining agreement shall control.

Reviewed by Academic Senate XX/XX/2022

Reviewed by CPC XX/XX/2022