



# College of the Canyons Academic Senate

September 22, 2022

3:00 p.m. to 5:00 p.m.

Hybrid Format, via Zoom & in-person in Mentry-343

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjIjPUT09>

Meeting ID: 979 1749 5774 Passcode: 724800

One tap mobile +16694449171, US+16699009128, US (San Jose)

## AGENDA

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

**ADA statement:** If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) College of the Canyons

### A. Routine Matters

1. Call to order
2. Public Comment
  - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at [academicsenateinfo@canyons.edu](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:

<a href="#">Academic Senate Sub-Committee List</a>	<a href="#">Operational Committee List</a>
<a href="#">Collegial Committee List</a>	

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

Academic Senate Summary, September 8, 2022 (pg. 3-6)	<a href="#">Curriculum Committee Summary, Sept. 15, 2022</a>
Program Viability Committee	
<ul style="list-style-type: none"> <li>• <a href="#">Program Initiation and Proposal for a new program: Occupational Therapy Assistant (OTA)</a></li> </ul>	

### B. Reports

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

1. Minimum Qualification & Equivalencies (MQE) Committee, Alisha Kaminsky (pg. 7-8)
2. Academic Senate Presidents Report, David Andrus
  - [Academic Senate Program Review](#)
  - [Academic Senate Survey](#)

### C. Action Items

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

1. Part-Time Faculty MQE For Fall 2022 Part 2 (pg. 9-19)
2. Revised Discipline memos & Discipline Assignments for new full-time faculty hired Fall 2022 (pg. 20-23)

Juanita "Nena" Jaramillo, Nursing	Rana Akiel, Chemistry
Kimberly Night, Automotive Technology	Nerissa Yuhico, Nursing

#### **D. Discussion**

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

1. Campus Climate Change Initiatives, Jim Schrage and Jeanni Chari
2. Self Service/Student Registration (Open/Closed Designation), David Andrus (pg. 24)
3. BP 4400 Community Services Programs Policy, Gary Collis (pg. 25)

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

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

1. Academic Integrity Taskforce
2. CTE Toolkit Rubrics
3. Climate Survey

#### **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. Department Chair Training Workshops
2. Tenure Committee Training Workshops

#### **G. Announcements**

- [Next Academic Senate Meeting Fall 2022](#): Oct. 6<sup>th</sup>, Oct. 20<sup>th</sup>, Nov. 3<sup>rd</sup>, Nov. 17<sup>th</sup>, Dec. 8<sup>th</sup>, 2022.
- [2022 ASCCC Role of local Academic Senates and Curriculum Committees in regard to GE Webinar](#): Sept. 27<sup>th</sup>, 2022
- [2022 Fall ASCCC Addressing the impact of California General Education Transfer Curriculum \(CalGETC\)](#) Webinar: Oct. 3<sup>rd</sup>, 2023 & Oct. 6<sup>th</sup>, 2022
- [2022 Fall ASCCC Plenary Session-Hybrid Event](#): Nov. 3<sup>rd</sup> – 5<sup>th</sup>, 2022, The Sheraton Grand Sacramento
- [2023 ASCCC Curriculum Institute-Hybrid Event](#): July 12<sup>th</sup> – 15<sup>th</sup>, 2023, Riverside Convention Center in Riverside.
- [2023 ASCCC Faculty Leadership Institute](#): June 15<sup>th</sup>-17<sup>th</sup>, 2023, Westin San Francisco Airport Hotel.
- [2023 ASCCC Spring Plenary Sessions](#): April 20<sup>th</sup> -22<sup>nd</sup>, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

#### **H. Adjournment**

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The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjIPUT09>

**Please note:** This meeting will be broadcasted at the following locations via zoom

1. 1117 Walnut Street, Inglewood, CA 90301
2. 6405 SW Puppy Place, Bentonville, AR.

Academic Senate Retreat Meeting Summary for September 8, 2022

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Jennifer Thompson	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	A
Immediate Past President	VACANT		At Large Senator	Ambika Silva	X
Curriculum Chair	Tricia George	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-MSE Senator	Shane Ramey <i>via Zoom</i>	X	At Large Senator	Benjamin Riveira	A
MSHP-HPPS Senator	Tammy Bathke <i>via Zoom</i>	X	Adjunct Senator	Arshia Malekzadeh	X
VAPA Senator	David Brill	X	Adjunct Senator	Jesse Vera	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Mireya Milian	X
Humanities Senator	Mike Harutunian	X			
Kinesiology/Athletics Senator	Phil Marcellin	A			
SBS Senator	Tammera Rice <i>via Zoom</i>	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members				
Dr. Omar Torres	X	Jeff Gregor		X
Marilyn Jimenez	X	Jason Burgdorfer (COCHA President)		X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Jesse McClure		A

Guest							
Anzhela Grigoryan	X	Dr. Edel Alonso	X	Jennifer Smolos Steele	X	Michael Felix	X
Christopher Blakey	X	Dr. Jasmine Ruys	X	Jessica Crowley	X	Siane Holland	X
Cyndi Trudeau	X	Dr. Kathy Bakhit	X	Katie Coleman	X	Steve Irwin	X
Desiree Goetting	X	James Glapa-Grossklag	X	Lisa Sawyer	X		
Dianne Avery	X	James Temple	X	Maral Markarian	X		

**A. Routine Matters**

1. Call to order: 3:08 pm
2. Public Comment:
  - I. A reminder that September 17<sup>th</sup> is Constitution Day. Small pocket constitutions were handed out along with bookmarks. There will be some events on campus

from different departments such as History and Political Science.

3. Approval of the Agenda:

- I. The agenda was reordered by moving the reports at the end after discussion items. The Self-Services discussion was moved from #2 to #1 under discussion items.
- II. Motion to approve the agenda by Erica Seubert, seconded by Lisa Hooper. Unanimous. Approved.

4. Committee Appointments:

<a href="#">Academic Senate Sub-Committee List</a>	SU 22 & FA 22 Selection Committees (pg. 3)
<a href="#">Collegial Committee List</a>	<a href="#">Tenure Committee 2022-2023</a> list (pg. 3)
<a href="#">Operational Committee List</a>	Advisory Committee for Teaching Incarcerated Students (pg. 4)
Mireya Milian, Lead Adjunct Senator (Term: 7/1/22-6/30/24)	

5. Sub-Committee Summaries: none

6. Approval of the Consent Calendar

- I. Motion to approve the consent calendar by Lisa Hooper, seconded by Regina Blasberg. Unanimous. Approved.

Academic Senate Retreat Summary, August 25, 2022 (pg. 5-8)	Program Viability Committee <ul style="list-style-type: none"> <li>• Meeting Calendar for 2022-23 (pg. 9)</li> <li>• <a href="#">Program Initiation and Proposal for a new Department: Diagnostic Medical Sonography</a></li> </ul>
<a href="#">Curriculum Committee Summary, September 1, 2022</a>	
<a href="#">Updated Seniority List 2022-2023</a>	

**B. Action Items**

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

- 1. Alene Terzian, Academic Senate DEI liaison (Term: 7/1/22-6/30/23)
  - I. As per the new By-Laws approved last semester Alene Terzian will be appointed as the new Academic Senate DEI liaison. Aileen is also working as the current Guided Pathways liaison with IE2.
  - II. Motion to approve Alene Terzian as the new Academic Senate DEI Liaison by Regina Blasberg, seconded by Regina Blasberg. Unanimous. Approved.

Note: Discussion Item #2 was moved #1 to accommodate speakers.

**C. Discussion**

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

- 1. Self Service/Student Registration Process/Waitlist, David Andrus (pg. 14)
  - I. In deference to Math and Science faculty, in spring, 2022 the Senate elected to close classes to students adding on the first day of instruction. The result of this has been to place total control of adding students to rosters in the hands of the faculty for each class. This decision was made prior to the shift by Students Services to Self Service, the new enrollment software. At that time, the previous system allowed for some nuance to programming. Self Service does not allow for such nuance. This has been a significant problem for students as have other aspects of Self Service. Several solutions were proposed including allowing

students to add through the add deadline and adding a message on the “add code” field in Self-Service to contact their instructor. COC is the only college in the region that is 5% below in enrollment compared to previous semesters. There are plans to update registration videos with A&R and ASG. Administration and the vendor are aware of the issues with registration “add code authorizations”, drops, rosters, and waitlist. Discussion will take place with programming colleagues to determine what can be changed. A follow up discussion will take place.

2. Online Schedule, David Andrus & Dr. Omar Torres
  - I. A discussion took place with Enrollment Management and the Instructional Advisory Council to remove the waitlist from first main screen as this may discourage student enrollment under certain scenarios. In the self-service page if a user hovers over a course section a window will display showing the number of seats available. Senators are asked to share this information with their Schools. These conversations will continue.
  
3. ASCCC OERI Report and Discussion, David Andrus & Jennifer Paris (pg. 15)
  - I. Jennifer is the OERI Liaison and local OER liaison. There is an interest in increasing OER opportunities for interested faculty. Under OERI, to qualify for funding there needs to be faculty on OER design teams across three districts. If taxpayer funds are being used OER needs to be used across the state. The local OER team can help and support faculty with updating materials. It is recommended to have an institutional plan for how to fund and sustain OER. Sustaining quality OER resources is an ongoing concern. It is also recommended there be an institutional plan to ensure proper peer review. There was a reminder that Academic Freedom allows faculty to choose a text and that OER may not work well for all disciplines. The discussion highlighted differences between the OERI and local OER opportunities and funding. Any follow up questions can be addressed with Jennifer.

Note: Reports were moved at the end of the agenda to allow further time for discussion items.

#### **D. Reports**

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

1. Policy Committee Annual Chair Report, Gary Collis (pg. 10-13)
  - I. Jason Burgdorfer is now a new member of the Senate's Policy Review Committee. CA law requires that the faculty voice be heard and that the District listen to other campus constituencies. There are close to 500 BP's and AP's. The difference is that a BP is a statement of intent, and the AP is the method. The policies cover all aspects of campus operations. In the last Accreditation cycle it was recommended to improve the policy process. 13 policies were moved through the Senate last year and there are 24 pending. Faculty and administrators are at times invited to attend for their expertise.
  
2. Academic Senate Presidents Report, David Andrus
  - I. This report was tabled.

### **E. Unfinished Business**

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3. Academic Senate Survey
4. Climate Survey

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### **G. Announcements**

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- ASCCC Fall 2022 Plenary Session-Hybrid Event, Nov. 3<sup>rd</sup> – 5<sup>th</sup>, 2022, The Sheraton Grand Sacramento

**H. Adjournment:** 5:02 pm

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**Please note:**

**This meeting will be broadcasted at the following locations via zoom**

1. Canyon Country Campus, Don Takeda Science Center, located at 17200 Sierra Highway, Santa Clarita CA. Office #CCLV-336
2. 1117 Walnut Street, Inglewood, CA 90301
3. 6405 SW Puppy Place, Bentonville, AR



### MQ&E Committee Report to the Academic Senate

- A. The Minimum Qualifications and Equivalencies Committee meets on the 3<sup>rd</sup> Monday of each month, at 9:00 am (via Zoom).
- B. **Committee Members:**

Alisha Kaminsky	Faculty Chair
<b>Faculty Appointments</b>	
<b>Faculty Member</b>	<b>Position</b>
Bob Maxwell	Business
James Gilmore	MSHP
Justin Hunt	Applied Technology
Mary Powell	Humanities
Aivee Ortega	Student Services
Pamela Williams-Paez	SBS
Sylvia Duncan	MSHP
Phylise Smith	VAPA
Diana Stanich	K&PE
<b>Other Members</b>	
Rian Medlin	Director, Recruitment & Employee Services
	Senior HR Generalist (Faculty)

- C. Report prepared by Alisha Kaminsky on September 19, 2022.
- D. **Background and Purpose of MQ&E:** After the Community College Reform Act (AB 1725) passed the legislature in 1988, California Community College Teaching Credentials were no longer issued and the hiring of faculty and administrators to teach at the California Community Colleges was based on minimum qualifications for each discipline. The law allows for local Academic Senates to establish equivalencies to the minimum qualifications listed in the Discipline List. The equivalencies must be true equivalencies that include general education knowledge as well as discipline specific knowledge. The **Minimum Qualifications and Equivalencies committee (MQE)** of the Senate developed a process for establishing equivalencies to the minimum qualifications at COC as outlined in Administrative Procedures 7121. These procedures were approved by the Academic Senate on September 26, 2013, modified after the Academic Senate voted to remove particular equivalencies on November 10, 2016, and revised in spring 2017 and approved by the Academic Senate on May 25, 2017. Last year, during the 2021-2022 school year, the MQ&E Committee began the process of updating AP7121 and we are still working on it as of September 19, 2022.
- E. **Summary:** Over the last academic year, the MQ&E Committee worked hard to review the “Local Use of a Functioning Equivalency Process” from a DEI focused perspective.

Executive Order 20-01 charged us with the task of ensuring our equivalency process would help improve faculty diversity through increasing faculty hiring and reducing barriers to employment. We collaborated with HR to make sure AP 7120 was aligned with AP7121. We also worked on launching the use of the State's CTE Toolkit (Equivalency #3 to disciplines not requiring a Masters), to broaden the application pool for candidates without college course work, but with extensive professional experience. In late May 2022, the COC College Planning Committee put a hold on our goal of launching it as a **pilot** program. They questioned the legality of creating a pilot program that allowed this equivalency for adjunct faculty and not for full-time faculty hires. The MQ&E committee will continue to work on the potential implementation of the Toolkit for all hires during the 2022-23 school year.

- F. **Goals:** MQ&E will continue to work on updating AP7121, which includes the potential addition of the Toolkit (Equivalency #3 to disciplines not requiring a Masters). Our committee's priority will continue to be reviewing all course discipline assignments and faculty discipline assignments.
- G. **Challenges:** The MQ&E Committee worked very hard to help implement the State's CTE Toolkit and hit many obstacles along the way. We had tremendous support from various members of the Academic Senate, Human Resources and the Policy Committee. This is a very unique tool and it might take us a lot longer to see any part of it come to fruition. We will continue to brainstorm and collaborate.
- H. N/A
- I. **Upcoming Senate Agenda Items:** N/A

Thank you, David Andrus, and all members of the Academic Senate for all of your support of the past year!

-Alisha Kaminsky, September 19, 2022

Updated 10.29.20

Approved by the Senate Executive Committee 10.29.20

Approved by Academic Senate 11.12.20



Adjunct Faculty Fall 2022 #2

Name	Position Title	Discipline Assignment	MQ&E for the specified discipline as listed in the current MQ&E state handbook/ Equivalency	Evidence for how the faculty member meets MQ or E
Powder, James	Adjunct - Accounting	Accounting	Masters in accountancy or business administration with accounting concentration OR Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's in business, business administration, business education, economics, taxation, finance or the equivalent. (NOTE: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline.)	California Community College Lifetime Instructor Credential in Accounting
Hendrickson, David	Adjunct – Art	Art	Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent. (NOTE: "Master's in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art; and also, art education and art therapy. It does not refer to the	Masters in Fine Arts from CSU Northridge

			<i>"Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.)</i>	
Rozic, Michelle	Adjunct – Art	Art	Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent. (NOTE: <i>"Master's in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art; and also, art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.)</i> )	Masters in Fine Arts from Indiana University
Kosoyan, Osanna	Adjunct – Biological Sciences	Biological Sciences	Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science.	MS in Biology from CSU Los Angeles

Powell, Anthony	Adjunct – Biological Sciences	Biological Sciences	Master’s in any biological science OR Bachelor’s in any biological science AND Master’s in biochemistry, biophysics, or marine science.	Masters in Biological Sciences from California State Polytechnic University at Pomona
Welday, Adam	Adjunct – Biological Sciences	Biological Sciences	Master’s in any biological science OR Bachelor’s in any biological science AND Master’s in biochemistry, biophysics, or marine science.	PhD in Neuroscience from University California Los Angeles
Gregor, Jeffrey	Adjunct – Business	Business	Master’s in business, business management, business administration, accountancy, finance, marketing or business education OR Bachelor’s in any of the above AND Master’s in economics, personnel management, public administration, or JD or LL.B. degree OR Bachelor’s in economics with a business emphasis AND Master’s in personnel management, public administration, or JD or LL.B. degree OR the equivalent.	MBA University of Phoenix
Singh, Harmanjit	Adjunct – Business Law	Business	Master’s in business, business management, business administration, accountancy, finance, marketing or business education OR Bachelor’s in any of the above AND Master’s in economics, personnel management, public	Juris Doctor (JD) Trinity Law School and BS in Business Administration CSU Fresno

			administration, or JD or LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent	
Greer, Carmen	Adjunct - Construction Management / Construction Technology	Construction Technology	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;  OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.	BS in Architectural Engineering from Wentworth Institute of Technology and 8 ears of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent
Adjei, Ashley	Adjunct - Counseling	Counseling	Masters in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, OR Bachelor's in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT);	MS in Counseling from CSU Long Beach
Menjivar, Andrea	Adjunct - Counseling	Counseling	Masters in counseling, rehabilitation counseling,	Master of Education in Educational Counseling from University of Southern California

			clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, OR Bachelor's in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT);	
Menjivar, Emanuel	Adjunct - Counseling	Counseling	Masters in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, OR Bachelor's in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT);	Master of Education in Educational Counseling from University of Southern California
Atarodi, Rose	Adjunct – Hotel & Restaurant Management	Restaurant Management	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.	MS in Tourism from CSU Northridge and 6 years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent
Martin, Steven	Adjunct – Land Surveying	Engineering Support	Any bachelor's degree and two (2) years of	AS in Surveying from Cuyamaca

			<p>full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;</p> <p>OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.</p>	<p>College and 30 years of professional experience directly related to the faculty member's teaching assignment or the equivalent.</p>
Maxwell, Kevin	Adjunct - Land Surveying	Engineering Support	<p>Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;</p> <p>OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.</p>	<p>AA in Business Administration and 16 years of professional experience directly related to the faculty member's teaching assignment or the equivalent.</p>
Ornelas, Kris	Adjunct - Music	Music	<p>Master's degree in music OR bachelor's degree in music AND master's degree in Humanities OR Equivalency: An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which</p>	<p>MA Music from CSU Los Angeles</p>

			must be 12 graduate level semester units.	
Adjei, Ashley	Noncredit – Career Skills (Short Term Vocational)	Vocational (short-term): Noncredit	Any bachelor’s degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent; OR- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter; OR- For courses in an occupation for which the District offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.	MS Counseling from CSU Long Beach and 5.6 years of occupational experience related to the subject of the course taught or the equivalent
Menjivar, Emanuel	Noncredit – Career Skills (Short Term Vocational)	Vocational (short-term): Noncredit	Any bachelor’s degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent; OR- Possession of a full-time, clear California Designated Subjects Adult Education	Master of Education in Educational Counseling from University of Southern California, BA in Sociology/Gender Studies from UCLA and 2.3 years of occupational experience related to the subject of the course taught or the equivalent

			Teaching Credential authorizing instruction in the subject matter; OR- For courses in an occupation for which the District offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.	
Gomez, Aeri	Noncredit – Career Skills (Short Term Vocational)	Vocational (short-term): Noncredit	Any bachelor’s degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent; OR- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter; OR- For courses in an occupation for which the District offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.	Master of Education in Educational Counseling and BS in Public Policy from USC and 2years of occupational experience related to the subject of the course taught or the equivalent
Veges, Sheri	Noncredit – Career Skills (Short Term Vocational)	Vocational (short-term): Noncredit	Any bachelor’s degree and two (2) years of occupational experience related to	Masters in Educational Counseling with a PPS credential from



			<p>the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent; OR- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter; OR- For courses in an occupation for which the District offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.</p>	<p>University of LaVerne and 2.5 years of occupational experience related to the subject of the course taught or the equivalent.</p>
<p>Martinez, Cindy</p>	<p>Noncredit English as a Second Language</p>	<p>English as a Second Language (ESL)</p>	<p>A bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages.</p> <p>OR- a bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of</p>	<p>MA in Teaching English as a Second Language from CSU Northridge</p>

			<p>employment as a noncredit instructor.</p> <p>OR- a bachelor's degree with any of the majors specified in the above paragraph; and one year of experience teaching ESL in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor.</p> <p>OR- possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL</p>	
Panneton-Ladanyi, Elise	Adjunct – Nursing	Nursing Science/Clinical Practice	Bachelor's degree in Nursing AND two (2) years of experience in the discipline (At least one year's experience must be continuous, full-time experience in direct patient care practice as a registered nurse within the last 5 years). The BRN defines direct patient care as in a hospital setting. AND A valid, active California RN license	MS in Nursing from Governors University, 8.11 years of experience in the discipline with at least one-year continuous, full-time experience in direct patient care practice as a registered nurse within the last 5 years and A valid, active California RN license.
Rashtian, Andrea	Adjunct – Psychology	Psychology	Masters in psychology. OR - Bachelor's in psychology AND Master's degree in counseling, sociology, statistics, neuroscience, or social work.	BS in Psychology from CSU Northridge and PhD in Counseling Psychology from USC MS in Marriage, Family and Child Counseling from

				USC.
Yousefi, Mena	Adjunct - Physics	Physics	<p>Masters in physics, astronomy, or astrophysics</p> <p>OR - Bachelor's in physics or astronomy AND master's degree in engineering, mathematics, meteorology, or geophysics</p>	MS Physics from CSU Northridge
Kelley, Ryan	Adjunct - Physics	Physics	<p>Masters in physics, astronomy, or astrophysics</p> <p>OR - Bachelor's in physics or astronomy AND master's degree in engineering, mathematics, meteorology, or geophysics</p>	PhD and MS in Physics from UC San Diego

# ***HUMAN RESOURCES OFFICE***

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Date: September 2, 2022

To: David Andrus  
President, Academic Senate

From: Miranda Zamudio  
Administrative Assistant

Subject: Discipline Assignment for Juanita “Nena” Jaramillo

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Name: Juanita “Nena” Jaramillo

Position: Nursing Instructor

Discipline Assignment: Nursing

The minimum qualifications for the discipline of Nursing:

- ✓ Master’s degree in Nursing Medical Surgical Specialty
- ✓ BRN approval or ability to qualify for BRN approval in area of assigned instruction required
- ✓ BRN approval or ability to qualify for BRN approval in geriatrics required (except in Pediatrics/Obstetrics)
- ✓ Willingness to remediate to a specialty area required
- ✓ Must meet all health requirements of assigned clinical facility AND
- ✓ At least one (1) year of experience as a registered nurse providing direct patient care\* within the last five (5) years; OR Completion of one (1) academic year\*\* of teaching courses, within the last five (5) years, related to nursing

Juanita “Nena” Jaramillo meets the minimum qualifications with:

- Doctorate degree in Nursing Practice
- BRN approval
- 9.5 years clinical nursing experience at Methodist Hospital
- Seven (7) years of professional experience directly related to the faculty member’s teaching assignment

# ***HUMAN RESOURCES OFFICE***

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Date: September 2, 2022

To: David Andrus  
President, Academic Senate

From: Miranda Zamudio  
Administrative Assistant

Subject: Discipline Assignment for Kimberly Night

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Name: Kimberly Night

Position: Automotive Technology Instructor

Discipline Assignment: Automotive Technology

The minimum qualifications for the discipline of Automotive Technology:

- Possession of an unexpired California Community College Instructor Credential in Automotive Technology OR
- Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent\* OR
- ✓ Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent\*

Kimberly Night meets the minimum qualifications with:

- Associates degree in Automotive Technology
  - 8.66 years of professional experience directly related to the faculty member's teaching assignment
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Santa Clarita Community College District  
COLLEGE OF THE CANYONS

# ***HUMAN RESOURCES OFFICE***

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Date: September 2, 2022

To: David Andrus  
President, Academic Senate

From: Miranda Zamudio  
Administrative Assistant

Subject: Discipline Assignment for Nerissa Yuhico

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Name: Nerissa Yuhico

Position: Nursing Instructor

Discipline Assignment: Nursing

The minimum qualifications for the discipline of Nursing:

- ✓ Master's degree in Nursing Medical Surgical Specialty
- ✓ BRN approval or ability to qualify for BRN approval in area of assigned instruction required
- ✓ BRN approval or ability to qualify for BRN approval in geriatrics required (except in Pediatrics/Obstetrics)
- ✓ Willingness to remediate to a specialty area required
- ✓ Must meet all health requirements of assigned clinical facility AND
- ✓ At least one (1) year of experience as a registered nurse providing direct patient care\* within the last five (5) years; OR Completion of one (1) academic year\*\* of teaching courses, within the last five (5) years, related to nursing

Nerissa Yuhico meets the minimum qualifications with:

- Masters degree in Nursing Education
- BRN approval
- 18 years of experience as a Staff Nurse at Providence St. Joseph
- 3.86 full-time equivalent years of professional experience directly related to the faculty member's teaching assignment

# ***HUMAN RESOURCES OFFICE***

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Date: September 2, 2022

To: David Andrus  
President, Academic Senate

From: Miranda Zamudio  
Administrative Assistant

Subject: Discipline Assignment for Rana Akiel

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Name: Rana Akiel

Position: Chemistry Instructor

Discipline Assignment: Chemistry

The minimum qualifications for the discipline of Chemistry:

- Possession of an unexpired California Community College Instructor Credential in Chemistry. OR
- Master's in Chemistry OR
- ✓ Bachelor's in Chemistry or Biochemistry AND
- ✓ Master's in Biochemistry, Chemical Engineering, Chemical Physics, Physics, Molecular Biology or Geochemistry

Rana Akiel meets the minimum qualifications with:

- Bachelors degree in Biochemistry from California State University, Northridge and a Doctorates in Chemistry from University of Southern California
  - 7.44 years of professional experience directly related to the faculty member's teaching assignment
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Santa Clarita Community College District  
COLLEGE OF THE CANYONS

## ACADEMIC SENATE DISCUSSION ITEM

### **DISCUSSION ITEM TOPIC:**

“Self Service” Enrollment Programing (Open/Closed Designation of Sections)

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

The “Self Service” Enrollment Software went live fall, 2021. Some of the programming aspects of Self Service are based on decisions previously handed down by the Academic Senate. Namely, that course sections continuing to maintain an "open" status on the first day of course section instruction transfer full control of add authorizations to the course instructor.

During the 2020/21 academic year, prior to the roll out of the Self Service software, and without knowledge of the limited capacity of Self Service as an enrollment tool, the Academic Senate determined by vote a nuanced approach to course sections being listed as "open" or "closed" to enrollment. This nuanced approach allowed certain types of classes (not all) to be open for students to self-enroll past the first day of instruction until the census date. Other sections that remained open did not allow student self-enrollment. Those sections required add authorizations from the instructor. This nuanced approach was intended to service the varied academic needs and standards of faculty.

It was determined in fall, 2021 that Self Service did not have the capacity to program this nuanced approach to course section designation as "open" or "closed". Thus, making a decision that most closely reflected the Senate's 2020/21 vote on this matter, The Office of Student Services honored instructor autonomy and control by ensuring that students would no longer be able to self-enroll in "open" course sections once instruction had begun. This was uniform, across the board. At present, Self Service continues to be programmed in this manner.

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

The Self Service software was discussed in detail at the 09/08/2022 meeting of the Academic Senate. There has been a request to return this matter to address the specific question of how Self Service should be programmed in terms of "open" sections. One of the concerns is that students see course sections marked as "open" after the start of instruction and until the census date, but then become confused because they cannot self-enroll. They do not know they must request an add authorization from the instructor during this period, even if the course is marked as "open". This is seen as a barrier to enrollment for the student and to COC's overall enrollment interests. However, any change that would allow for student self-enrollment across the board for all COC course sections will reduce an instructor's ability to control their enrollment roster once class instruction has started. For instructional/pedagogical reasons, many instructors do not allow students to enroll in their course sections up to the census date. Doing so sets students up for poor performance if they miss critical course content on the first meeting days of the class. The Senate should discuss how it wants to program Self Service as related to "open" sections for the spring, 2023 semester. The Senate should also discuss and contemplate any other solutions of nuance that might be made, apart from Self Service software programming.





## **BP 4400 Community Services Programs**

### Reference:

Education Code Section 78300

1. The District shall maintain a community services program that may consist of classes in civic, vocational, literacy, health, family and consumer sciences, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.
2. The community services program shall be designed to contribute to the physical, cognitive, economic, or civic development of the individuals or groups enrolled in it.
3. Community services courses shall be open for admission of adults and of minors who can benefit from the programs.
4. No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses may be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

See Administrative Procedure AP 4400

Approved by CPC XX/XX/XX

Approved by Board xx/xx/xx