



College of the Canyons Academic Senate

September 3, 2020
3:00 p.m. to 4:50 p.m. Via Zoom

Meeting can be join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/97167184916>
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AGENDA

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

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A. Routine Matters

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

Tenure Committee	Collegial Committee List
Academic Senate Sub-Committees List	Operational Committee List
Selection Committee (pg. 3)	Budget Cuts Process Task Force (pg.3)
President's creation of standing Constitution & Bylaws Committee	President's creation of standing Academic Freedom Committee

6. Approval of the Consent Calendar

Academic Senate meeting summary, May 21, 2020 (pg. 4-10)	Curriculum Committee Summary, August 27, 2020
Academic Senate Special Celebration meeting summary, August 20, 2020 Summary (pg. 11-15)	Program Viability Committee Summary, May 21, 2020 (pg. 20-23)
Academic Senate Retreat meeting, August 20, 2020 Summary (pg. 16-19)	Senate Executive Committee Retreat Summary, August 19, 2020 (pg. 24-37)
Updated Seniority List 2020-2021	Academic Senate Parliamentarian, Marco Llaguno, Fall 2020
Program Viability Recommendations: a) Computer Networking - Program Revitalization b) Tax Preparer Program - New Program Proposal (mirrored in credit and noncredit) c) Center for Excellence in Teaching and Learning - New Program Proposal (noncredit)	

B. Action Items

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

1. Discipline Assignment for new Fulltime Faculty hire date effective 8/24/2020

Dr. Ann Hamilton, Dean, Mathematics, Sciences & Engineering (pg. 28-29)	
Desiree Goetting, Biology (pg. 30)	Leora Gabay, PE/Kinesiology (pg. 32-33)
Gretchen Staton, Chemistry (pg. 31)	Max Keller, Cinema (pg. 34)

C. Discussion

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

1. Fall 2020 Full-Time Evaluation Process (Pandemic Considerations), Garrett Hooper, David Andrus (pg. 35)
2. Synchronous Instruction Discussion, David Andrus
3. Brown Act – Roll Call Votes in Participants Window (Update), David Andrus (pg. 36-37)

D. Reports (7 minutes allocated for each report)

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

1. Academic Senate Presidents Report, David Andrus
2. [Policy Review committee Video Report](#), Gary Collis

E. Unfinished Business

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

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

G. Announcements

- Next Academic Senate Meetings Sept. 17, Oct. 1, Oct. 15, Oct. 29, Nov. 12, Dec. 3
- [ASCCC 2020 Academic Academy, Oct. 8 – Oct. 10, 2020, Virtual Event](#)
- [ASCCC 2020 Fall Plenary Session, Nov. 5 – Nov. 7, 2020, Westin-South Coast Plaza](#)

H. Adjournment

Additional Committee Appointments

Return To Campus Plan Taskforce

First Name	Last Name	Full Time Faculty or Adjunct
Nicole	Faudree	FTF
David	Andrus	FTF
Dan	?	
Warren	Heaton	FTF

Selection Committee

First Name	Last Name	Full Time Faculty or Adjunct
Albert	Loaiza	Full-Time Faculty
Claudia	Acosta	Full-Time Faculty
Graciela	Martinez	Full-Time Faculty
Patricia	Garcia	Full-Time Faculty
Tony	Law	Full-Time Faculty

Budget Cuts Process Task Force

First Name	Last Name	Full Time Faculty or Adjunct
Charlie	Johnson	Full-Time Faculty
David	Andrus	Full-Time Faculty
Erik	Altenbernd	Full-Time Faculty
Jason	Burgdorfer	Full-Time Faculty
Jeannie	Chari	Full-Time Faculty
Jeffrey	Baker	Full-Time Faculty
Miriam	Golbert	Full-Time Faculty
Nicole	Faudree	Full-Time Faculty
Phylise	Smith	Full-Time Faculty
Regina	Blasberg	Full-Time Faculty
Rick	Howe	Full-Time Faculty
Sylvia	Duncan	Full-Time Faculty
Tricia	George	Full-Time Faculty

Dreamers Together Taskforce

First Name	Last Name	Full Time Faculty or Adjunct
Esther	Villegas-Sandoval	Adjunct

Academic Senate Summary for May 21, 2020

Voting Members					
Senate President	Rebecca Eikey	X	Learning Resources Senator	Ron Karlin	A
Vice President	Jason Burgdorfer	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	VACANT		At Large Senator	VACANT	A
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	David Andrus	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	David Brill	X
MSHP Senator	Sab Matsumoto	X	At Large Senator	Mary Corbett	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Erika Torgeson	X	Adjunct Senator	Jessica Small	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	<i>Lisa Hooper proxy for Philip Marcellin</i>	X	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	
Business Senator	Gary Collis	X			

Non-voting Members	
Joe Gerda	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest					
Ambika Silva	X	Gary Quire	X	Michelle LaBrie	X
Ashley Murphy	X	Harriet Happel	X	Nancy Mayer	X
Brittany Huerta	X	James Glapa-Grossklag	X	Omar Torres	X
Christina Chung	X	Jennifer Smolos	X	Paul Wickline	X
Dr. Diane Fiero	X	Maral Markarian	X	Rebecca Laff	X
Dustin Silva	X	Maria Sanchez	X	Siane Holland	X
Edel Alonso	X	Michael Monsour	X	Tim Baber	X

A. Routine Matters

1. Call to order: 3:04pm
2. Public Comment:
 - There was a question regarding how more faculty can get involved and contribute with the work being done to help transition the campus back to face to face functionality. Rebecca will forward this question over to the administrators.
3. Approval of the Agenda
 - Motion to approve the agenda by Aaron Silverman, seconded by Gary Collis. All other present voting members approved by roll call. Motion Approved.
4. Committee Appointments (pg. 3)

- Appointment of Gary Quire to serve as CE liaison 2020-2022.
 - Additional committee appointments were recognized for those serving on the Selection Committee and Ad-hoc Single Person Department Chair Procedure Committee.
5. Approval of the Consent Calendar
- Modifications will be made to the summary from the May 7th Academic Senate meeting. On page 8 under “Provisional DLA” it will now read as , “**This closure could...**” and under the “Emergency Blanket Addendum” section the following date will be changed to, “**spring 2021**”
 - Two modified pathways were listed on the Curriculum Consent Calendar that were deleted but the pathways were created and reflected that course.
 - Motion to adopt the consent calendar with two modifications to the May 7th Senate meeting summary and with the current program maps for Liberal Arts & Sciences with an emphasis in Humanities for CSU and IGETC transfer by Lisa Hooper, seconded by David Andrus. Approved by roll call. Unanimous.

Academic Senate meeting, May 7, 2020 Summary (pg. 4-10)	Curriculum Committee Summary, May 14, 2020
Senate Executive Committee Summary, May 12, 2020 (pg. 11- 13)	Program Viability Committee Summary, May 7, 2020 (pg. 14-17)
CASL/Program Review Summary, March 11, 2020 (pg. 18-20)	CASL/Program Review Summary, April 1, 2020 (pg.21-23)
Construction Management & Technology Ad-Hoc Committee for Department Chair Summary & Recommendation (2020-2022) (pg. 24)	Faculty PD committee Summary, May 18, 2020 (pg. 25-26)
Spring 2020 Election Results for School Adjunct Senator, At-Large Curriculum & Dept. Chair (pg.28-31)	Faculty PD committee recommendation to remove 21 day deadline (pg. 27)
Distance Education (DE) Handbook	Ratification to the Constitution and Bylaws Voting Results (results available May 20 th) (pg. 32)
Modified Language for Attendance Flags for Canyons Connects for Summer/Fall (pg. 34-37)	Recommendation from Ed Tech for the Extension of the Refresh Course (pg. 33)
	BP 4240 Academic Renewal corrections (pg. 38-42)

B. Reports (7 minutes allocated for each report)

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

1. Academic Senate Presidents Report, Rebecca Eikey
 - Commencement update: The commencement will be held virtually. An outside company has been hired that will create a [Commencement Website](#) which allow for videos, text and each student can [submit a slide](#) with their picture and their degree. Rebecca participated in a Welcome video of Honors and Valedictorian students. Interesting commencement facts were shared which can be found on page 27 of the “Commencement by Numbers” section of the [Class of 2020 Commencement Ceremony program](#) as a way to celebrate and recognize student achievements.

C. Action Items

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

1. Provisional DLA, Lisa Hooper (pg. 43-44)
 - The DLA form was created generically to allow for departments to tailor to their needs

and which could be revised on the same five year cycle as a normal course revision. Lisa outlined the Provisional DLA form which included the following sections.

- Student Authentication: There are three legal requirements for distance education, 1.) Students must be authenticated, 2.) Faculty must engage with students in a regular and effective way and 3.) Ensure that students engage with each other.
- Regular & Effective Contact: Faculty members can review the options and determine which areas are consistent and appropriate with the type of course being taught. Under the list of options for both Instruction and Student-to-Student contact the language will be changed to read as “check all that **may** apply.”
- Assessment: Faculty also need to determine an assessment process and how it will be accomplished. The following language will be changed to read as follows, “assessment **should** be electronic” as there may be some departments which may be allowed to do assessments and proctor exams on campus. It is recommended to continue to have students submit assignments, check grades and follow up via CANVAS.
- Unlike the course outline of record the lists of options are not binding. Faculty have the Academic Freedom to determine how content will be delivered. For example, the lab sciences are using simulations.
- Example of adding a Permanent & Provisional DLA to a course: In transfer lab science classes there are concerns with putting a 100% permanent online DLA as there is a potential that those courses would not be accepted once transferred. Chemistry and Biology faculty are being encouraged to put a permanent hybrid DLA to their courses and then submit provisional DLA for their labs, which is the face to face component. These courses would only be taught via distance education in the event of an emergency such as the current COVID-19 pandemic. Ultimately, these courses would have both a permanent and provisional DLA in place and would only be enacted in the event of an emergency.
- Provisional DLA: In the event of an emergency if any course which had a provisional DLA, through mutual agreement with the district and if it is decide to move the course to online or distance education, can enact the provisional DLA. The mutual agreement piece is the part that is recommended by the state to use for language in the event a particular facility is not accessible. The question is does a course get moved to distance ed, does the course get moved to a new facility or does a course get cancelled?
- Permanent and Provisional DLA for all courses? It is recommended that all courses have either a permanent, provisional or combination of both DLA. The state will not offer a blanket DLA for spring 2021.
- 100% and Hybrid DLA's: There is no 100% DLA with a flexible in person assessment piece. This may be an option in the fall due to the [Online with In-Person Proctored Assessments \(OPA\)](#) option being approved by the Statewide Academic Senate. The FOMA option may create a new category to include in the permanent DLA. Academic Affairs has communicated to students through the Orientation Letter that courses may be fully online with the expectation that the assessment portion will be done on campus.
- Motion to approve the DLA with the understanding that the following edits will be made to the document to read as follows, “check all that **may** apply” and “assessment **should** be electronic” by Wendy Brill, seconded by Jennifer Paris. Approved by roll call vote. Unanimous.

2. Program Viability Recommendations:

- Three Year Status Report for the Department of Computer Applications and Web Technologies, Garrett Rieck (pg. 45-50)
 - There was a reminder that all programs in pilot status must do a pilot status report once a year for three years. At the conclusion of the three years the Program Viability Committee is to send a full report to Academic Senate to determine whether or not to remove this program from Pilot status. It is noted in the report that there was a delay with the implementation of the CAWT curriculum due to circumstances beyond their control. This program currently offers AS, Certificates of Achievement and non-credit courses. There is also a need for more faculty to teach the courses in this program. The recommendation from the Program Viability Committee is to move this program from pilot to permanent status.
 - Motion to move the CAWT program from pilot status to permanent status by Wendy Brill, seconded by Aaron Silverman. Approved by roll call vote. Unanimous.
- Program Revitalization for Recreation Management, Garrett Rieck (pg. 51-69)
 - This program has been at the college for a number of years. The Revitalization proposal allows an opportunity to revitalize the program. This is the first time a program has been proposed to go through this new process.
 - Brittany Applen has been teaching some of these courses and is very passionate about this program. Originally there was a proposal to create a new Recreation Management department however, after some discussion the committee felt it best to instead proceed with a Program Revitalization process. Brittany formed both an Advisory Board and collected Labor Market Data to request additional resources for the program. Through this process community buy in was achieved with the Santa Clarita Parks and Recreation. This demonstrates that the program does not need an immediate building or new facilities. The idea is to teach these courses using existing facilities in the community such as Rock Climbing. Brittany is seeking 20% reassign time to be the Program Coordinator as a way to help create new curriculum.
 - Motion to adopt the recommendation from Program Viability to revitalize Recreation Management by Marco Llaguno, seconded by Jessica Small. Approved by roll call. Unanimous.
- Program Modification for Construction (pg. 54-67)/Manufacturing, Garrett Rieck (pg. 70-80)
 - These two departments have been listed together due to being connected to a \$1.5 million grant, awarded to COC, by the state Chancellors office to build an Advance Technology Center. The funding is over a 3 year period. The goal of the grant is to modify the Manufacturing Program, obtain needed resources and develop the curriculum. Many times manufacturing in Santa Clarita is associated with the Economic Development department such as CACT the CNC cohort and not necessarily a credit program.
 - These efforts are to bring this program into today's environment with Industry 4.0 and establish industry connections with Northrop Grumman and Lockheed Martin. These employers are in need of skilled technicians.

- Latest alumni data released in January shows a demand for both manufacturing that includes the CNC Machining, Welding and Construction Technology. Due to these sectors being very central to the economic infrastructure for the State of California there is a possibility of some federal funding through NSF grants and through a relationship with the National Coalition on Advance Technology Centers. In meeting with industry and political leaders including K-12, economic development via the Chamber there is an agreement that this is needed throughout the region.
- While Construction Technology is a component of Construction Management they are two different paths as Construction Technologies focuses on entry level technical skills. Students need a combination of education and work hours to secure a contractor's license. This grant will help pay for supplemental services to help align curriculum with industry recognized credentials as this is the initiative coming from the State Chancellors Office.
- Motion to approve the program modification for both the Construction and Manufacturing Technology by Garrett Rieck, seconded by David Andrus. Approved by roll call. Unanimous.

D. Discussion

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

1. Adjunct Climate Survey, Aaron Silverman

- The Workplace Climate Survey was conducted in April 2020 which had 540 adjunct faculty or 31% participants. The survey results demonstrate that the majority of part-time faculty feel included in their department culture. Adjuncts feel that there is communication on regular basis with their department chairs and interest in participation in committees and Senate.
- This Climate Survey is a response to and an expansion of the Climate Survey conducted last spring by full-time faculty which had over 200 participants. The perspective of this Climate Survey mostly demonstrates full-time faculty member's needs. The goal of the Climate Survey was to ascertain the institutional inclusiveness of adjuncts at the college, quality of effective workspace and the extent of professional decorum towards adjuncts as a whole.
- The survey demonstrates that there are some faculty who teach more than 10 classes in an academic year. It was clarified that this is based on both classes taught during a semester and intercession. Per state law adjuncts can only teach up to 67% of their load, with the exception of nursing. About half of the adjunct faculty are also teaching in more than one school and others teach at other colleges. This can be a benefit in terms of helping to expand our colleges understanding of what other colleges are doing from their experience. About 61% of adjunct feel that department meetings are held during a time when they are able to attend.
- Many of the areas which show gaps in the survey have already been addressed. For example, changing the Academic Senate Constitution & Bylaws to allow more time for Adjuncts to serve thus creating some service continuity. The new Bylaws also expand the number of adjuncts from one to three who can now serve on the Curriculum Committee. This allows adjuncts to gain more institutional knowledge and may help adjuncts to participate in more committees. In addition, in working with the district, this

may help to ensure adjuncts are paid for these opportunities in contract negotiations. Current AFT contract only allows compensation for one adjunct faculty member for most committees.

- In the past some surveys have been run by the Academic Senate and the district. There have been survey also conducted by all staff and other run independently by the union.
- The survey results also demonstrate that many adjunct faculty feel there is not enough adjunct office space. In order to meet FERPA guidelines adjuncts have been give the flexibility to conduct office hours remotely. There was a reminder that this is a union negotiable item.
- The survey results also indicate that 54% think the hiring process is fair while 46% do not. Many adjuncts feel the hiring process is not very clear in terms of when positions are going to be made available or how decision are made. There is a possibility of offering workshops, through professional development, for adjuncts looking to apply which can help them understand the hiring process.
- There are concerns with calling out some individual in a negative light in the comments section of the survey as this can become part of public record. Is there a checks and balances process before releasing survey results? Should there be a disclaimer before someone fill out a comment section that this information will be made public? These concerns will be communicated to the board who conducted the survey. The link to the survey will be removed and the survey results will be re-submitted without the comments section. Overall, the survey revealed positive results.

E. Committee Report

MQ&E Committee Written Report, Aivee Ortega

- The Minimum Qualifications and Equivalency (MQE) Committee has been moderately quiet this year. The discipline equivalencies are now in the 5-year review and department chairs have been notified if they wish to continue equivalencies for their respective discipline. The updated equivalency list will be sent to Academic Senate for review by the start of the fall term. The committee welcomes Alisha Kaminsky as co-chair of the committee and Aivee Ortega will continue on as co-chair for one year.

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

G. In Committee

Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact [David Andrus](#) if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 248

Existing Policies:
BP 4030 & AP 4030 Academic Freedom (Back in Committee per CPC)
BP 4240 Academic Renewal
BP 4233 & AP 4233 Attendance
BP 4300 & AP 4300 Field Trip and Excursions-Update to title only
BP 534 Field Trips and Excursions-Repeal

BP 7120 & AP 7120 Recruitment and Selection
Student Conduct (Phase 2 - BPs 5529 Student Conduct , BP 5530 Disciplinary Action & 5531 Due Process – Student Disciplinary Action)
BP 6700 & AP 6700 – Civic Center and Other Facility Use
BP 7250 & AP 7250 Administrative Retreat Rights
New Policies:
BP 3535 & AP 3535 Camera Policy (<i>new policy</i>)
BP 3725 & AP 3725 Information & Communication Technology Accessibility & Acceptable Use (<i>new policy</i>)
BP & AP 4231 Digital Badging (<i>new policy</i>)
BP 5517 & AP 5517 Student Clubs, Organizations, Extracurricular Activities & Travel (<i>new policy</i>)
BP & AP Covering Substitute Teachers (<i>new policy</i>)
BP & AP Freedom of Speech, Harassment (<i>new Policy</i>) • BP 528 Student Rights to Expressive Activities • BP 804 Distribution of Publications and Other Duplicated Material by Non-Students and Non-Student Groups • BP 808 Non Student Speakers

H. Announcements

- Next Academic Senate Meetings Sept. 3, Sept. 17, Oct. 1
 - Academic Senate Special Celebration Meeting, May 28, 2020
- [2020 Faculty Leadership Institute, June 18th – June 20th](#), Virtual Meeting
- [2020 Curriculum Institute, June 8, 2020 to July 11, 2020](#), Virtual Meeting

I. Adjournment: 4:49 pm.

Academic Senate Special Celebration Meeting Summary for May 28, 2020

Voting Members					
Senate President	Rebecca Eikey	X	Learning Resources Senator	Ron Karlin	X
Vice President	Jason Burgdorfer	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	VACANT		At Large Senator	VACANT	A
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	David Andrus	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	David Brill	A
MSHP Senator	Sab Matsumoto	X	At Large Senator	Mary Corbett	A
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Erika Torgeson	A	Adjunct Senator	Jessica Small	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	Philip Marcellin	A	Adjunct Senator	Aaron Silverman	A
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	
Business Senator	Gary Collis	X			

Non-voting Members	
Joe Gerda	X
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	A
Dr. Wilding	A

Guest					
AJ Alameda	X	Collette Gibson	X	Lori Young	X
Ambika Silva	X	David Stevenson	X	Lucia Pozo-Gravatt	X
Ana Palmer	X	Deanna Riviera	X	Maral Markarian	X
Andy McCutheon	X	Dilek Sanver-Wang	X	Mark Flanders	X
Brittany Applen	X	Dr. Diane Fiero	X	Michelle LaBrie	X
Brittany Huerta	X	Dustin Silva	X	Miriam Golbert	X
Carmen Calero	X	Edel Alonso	X	Nancy Mayer	X
Carmen Calero	X	Flavio-Medina-Martin	X	Nicole Faudree	X
Chris Boltz	X	James Lorigan	X	Pamela Brogdon-Wynn	X
Christi Franklin	X	Jennifer Smolos	X	Siane Holland	X
Christina Chung	X	Kathy Bakhit	X	Smith Lein	X
		Kelly Burke	X	Velia Jimenez	X

A. Routine Matters

1. Call to order: 3:06 pm

2. Public Comment: none
3. Approval of the Agenda:
 - Motion to approve the agenda by David Andrus, seconded by Gary Collis. Approved by roll call. Unanimous.

C. Action Items

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

1. Faculty receiving Emeriti Status June 2020 (pg. 2)
 - There was a reminder that Emeriti status is a recognition bestowed by Academic Senate to colleagues who are retiring. This is a way of recognizing their service to the college, students and their peers. In addition, this process acknowledges their length of service. In order for faculty to be eligible for Emeriti status they have been tenured at COC and in good standing. The motions to bestow emeriti status to a faculty member must be done by a faculty in the same school as the person receiving Emeriti status in.
 - What Emeriti status grant?
 - All Emeriti faculty will have a photo plaque of themselves hung on the wall of the Academic Senate conference room. The plaque will display their name, title and years of services. As soon as it is safe to return to campus the photos will be hung on the wall.
 - Emeriti faculty are also listed on the College Catalog.
 - Emeriti faculty will also retain their College of the Canyons emails, letterhead rights and faculty library privileges.
 - Gerda, Joe, Mathematics
 - Joe started at the college as a Literature major. He has also done work in biochemistry, medical and nuclear medicine. He started the Associates Program which is now the Skilled Teachers Certificate. He has also served as Dean, CIO (twice), Math faculty, Athletic Director. He has always been welcoming to all new faculty. He also led the efforts to change the math requirements in terms of the remedial program and helping student's complete requirement in a more efficient way. Joe always has a way to provide calmness, ease and wisdom during difficulty times.
 - Motion to bestow faculty emeriti status to Joe Gerda by Sab Matsumoto, seconded by David Andrus. Approved by roll call vote. Unanimous.
 - Brogdon-Wynne, Pamela, Counseling
 - Pamela has served for 22 years at College of the Canyons. Pamela has traveled all over the world and written a book on reflecting lifetime successes. Pamela has touched the heart and souls of so many students guiding them services, making EOPS a much better place. Pamela along with Edel Alonso started the Heritage Committee and began a student scholarship. She also held the yearly Holiday Book Festival.
 - Motion to bestow faculty emeriti status to Pamela Brogdon-Wynne by Wendy Brill, seconded by Rebecca Shepherd. Approved by roll call vote. Unanimous.
 - Lorigan, James, Art
 - James has served for 20 years at the college, is a US Navy Veteran, professional Dutch art restorer and a talented artist. James always captured the interest and intellect of every student in the classroom working with an outstanding level of specificity.
 - Motion to bestow faculty emeriti status to James Lorigan by Wendy Brill, seconded by Rebecca Shepherd. Approved by roll call vote. Unanimous.
 - Branch, Stephen, History

- Stephen has served for 20 years at the college. Stephen always made sure to engage his students, spending countless hours meeting with students and discussing difficulty topics to encourage them to draw their own conclusions.
- Motion to bestow faculty emeriti status to Stephen Branch by Rebecca Shepherd, seconded by Lisa Hooper. Approved by roll call vote. Unanimous.
- Manji, KC, Music
 - KC has been a force in the Music Department over the years, doing instrumental music performances. KC has committed herself to helping her students who don't have access to owning their own musical instruments or private lessons to help them prepare for auditions. KC also brought the community together for biennial concerts in the fall and spring at the Performing Arts Center.
 - Motion to bestow faculty emeriti status to KC Manji by Wendy Brill, seconded by Jessica Small. Approved by roll call vote. Unanimous.
- Franklin, Christi, Counseling
 - Christ has been with the college since 2003. She loves to travel and garden. Christy has always been a kind and caring Counselor to her students.
 - Motion to bestow faculty emeriti status to Christi Franklin by Lisa Hooper, seconded by Rebecca Shepherd. Approved by roll call vote. Unanimous.
- 2. Faculty honored on new [Academic Senate Emeriti website](#)
 - Due to being remote and being unable to hand the photos on the Emeriti wall in the Faculty Conference room a new Emeriti website was shared which includes photos of all faculty who have received Emeriti status.
- 3. Special Resolutions Spring 2020, David Andrus
 - This resolution was presented to Rebecca Eikey for her five years serving as Academic Senate President. Rebecca has put in many years of hard work and dedication to the Academic Senate. Rebecca served as vice president under then president Paul Wickline. Rebecca has taken the vision of the Academic Senate forward, working collaboratively with SLO, policy coordinators, liaisons, COCFA leaders, and Academic Senate senators. Rebecca has always taken on important issues regarding equity and taking on the leadership to make things better for the overall colleges, students, faculty and staff. Rebecca always made sure to bring back important equity issues from the statewide Academic Senate to the college. Rebecca strongly advocated to have the School of Personal & Professional Learning (PPL) on the main COC page. Rebecca's great work and accomplishments over the past 5 years are truly appreciated.
 - Motion to adopt the Special Resolution to Rebecca Eikey by Wendy Brill, seconded by David Andrus. Approved by roll call vote. Unanimous.

D. Special Recognition

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

1. [Faculty receiving Tenure for spring 2020](#) (pg. 3)
 - A small ad-hoc committee was put together to help recognize and begin a new Tenure recognition process and tradition with Academic Senate.
 - Special congratulations was given to all faculty who have received Tenure for spring 2020
 - Ambika Silva, Mathematics
 - Ambika was also a previous adjunct instructor prior to being hired as an adjunct instructor. She has a strong passion for teaching. Ambika was volunteering her hours at the TLC to help tutor math students prior to being hired full-time
 - AJ Alameda, Biology

- AJ has become an accomplished instructor and supportive of her department and supportive of all the adjunct faculty.
- April Reardon, Counselor
 - April has been an asset to the EOPS program and to the EOPS students. Special congratulations was given by Dr. Pamela Brogdon-Wynne.
- Christopher Boltz, Technical Theater
 - Chris served as Curriculum Chair at Fresno and is now currently serving on Program Viability and will continue to serve on the Curriculum Committee. Chris is very professional and a pleasure to work with. His past experience has informed Program Viability in a meaningful way. Under his leadership, he has grown the Technical Theater program.
- Justin Lundin, Kinesiology/Physical Education
 - Justin served previously as a long time adjunct before being hired as a full-time instructor four years ago. Justin is now an accomplished coach. Just has won seven championships, has been coach of the year at least six times. He has collaborated to help create an open educational textbook for a Health Education course.
- Lucia Pozo-Gravatt, Spanish (Modern Languages)
 - Lucia was a previous ESL COC student who then transferred and obtained her Master's degree. Lucia then taught as an adjunct at Antelope Valley College. She is a compassionate and amazing instructor with her students.
- Mike Hubbard, Mathematics
 - Mike is very passionate about teaching. Mike was also a previous adjunct prior to being hired a full-time Math instructors. Mike was volunteering his hours at both the TLC and the EOPS Student Center to help tutor math students.
- Patricia Foley, Chemistry
 - Patricia is the coordinator for the General Chemistry series, Gen Chem 201 and Gen Chem 202. Patricia has dedicated almost 60 hours of her time to rewriting the labs. Patricia is wonderful to work with. Her contributions she has made to the Chemistry department are appreciated.
- Sylvia Duncan, Nursing
 - Sylvia is a passionate instructor and is passionate about teaching her students.
- Violeta Kovacev-Nikolic, Mathematics
 - Violeta was also a previous adjunct instructor prior to being hired as full-time instructor. Violeta has a strong passion for teaching and was also volunteering her hours at the TLC to help tutor math students prior to being hired full-time.

2. Academic Senate recognition to all members of the Senate

- Special recognition to past Vice President, Jason Burgdorfer
 - Jason has served for two consecutive terms as Academic Senate Vice President. Jason has served as PAC B co-chair and will continue serve in this roles in program review. Jason has helped with brainstorming the office shuffle. He also attended various ASCCC Plenary sessions and provided support to the Academic Senate president.
- Special thank you was given from the Academic Senate President to all current senators for serving on Academic Senate. There many senators who's terms are ending and other who have served for a number of years. Special thanks was also given to all senators who will be continuing for their time spent serving on

Academic Senate. There was a reminder that with changes to the constitution, adjunct senators are now on a 2-year cycle. All senators represent what their school's interest are and they may not always align with the other schools interest. However, everyone's interest brought forth to Senate are appreciated. Special thanks was given to David Andrus for helping to conceive the Program Viability Committee and the Minimum Qualifications & Equivalencies Committee.

- Passing the Gavel Ceremony
 - It is customary to have the outgoing Academic Senate President pass the gavel to the incoming president. The passing of the Gavel Ceremony was conducted virtually. Congratulations was given to the new Academic Senate president, David Andrus by Rebecca Eikey. Current president's term will end on June 30, 2020. Rebecca will support the new president, David Andrus going forward in his new leadership role.

E. Adjournment: 5:05 pm

Academic Senate Retreat Meeting Summary for August 20, 2020

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

Non-voting Members	
Omar Torres	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	A
Dr. Wilding	A

Guest					
AJ Alameda	X	Christina Chung	X	Nicole Faudree	X
Ambika Silva	X	Collette Gibson	X	Regina Roscigno	X
Ann Hamilton	X	Dustin Silva	X	Siane Holland	X
Anthony Michaelidis	X	Kathy Bakhit	X	Wendy Brill	X

A. Routine Matters

1. Call to order: 3:02 pm
2. Public Comment:
 - Public Committee 1: An agreement has been reached between COCFA and the district regarding a fall MOU. In the spring the MOU passed was there to govern the districts response to COVID-19 and how it impacted faculty members. An MOU has now been completed for fall and one of the things that was agreed upon was the resumption of evaluation for full-time faculty. However, there was no determination on a specific type of an instrument that would be used for synchronous distance learning classes. There is a classroom visitation report for on ground classes and there are 8 programs that are returning in the fall. There is also the online hybrid visitation report for 100% online classes. There is a need for more discussion with Senate regarding what would be an appropriate evaluation process or what instrument would be appropriate to evaluate faculty that are teaching synchronous courses. It was confirmed that this discussion item will be placed on the agenda for Sept. 3.

- Public Comment 2: There is a question regarding what will be the required training for teaching online for winter and spring. The determination made last school year was that training had to be a full 36 hour IOI. With winter session now being potentially fully online clarification is needed to be able to relay information to faculty about what training will be required for winter or spring. An update was shared in regards to an evaluation being done on what has been determine to have worked well for some disciplines and what have been some struggles. Discussion will take place with IOI faculty, the office of Distance Learning, VP of instruction and the chair of Curriculum Committee prior to placing this item on the Sept. 17th agenda. Clarification will be made regarding what will happen with the provision training that expires at the end of the fall semester and whether that will be extended, or not.

3. Approval of the Agenda

- Motion to approve the agenda by Lisa Hooper, seconded by Garrett Rieck. Motion approve by roll call vote. Unanimous. Approved.

Addition to the Agenda: Welcome and Introductions were added to the agenda as way to have all senators introduce each other and welcome all new senators.

Message from the new Academic Senate President, David Andrus: The goal of the Academic Senate will be to ensure Senate meetings are structured to reserve as much time as possible for discussion items and that the Senate is a representative of the faculty voice. It is important to make sure there is a balance between being flexible and making sure items are not moved to quickly that it could potentially be a detriment to the quality of the work product. At the ASCCC State Leadership conference there was a continuous emphasis on the collegial consultation module and ensuring collaboration with unions, administration and colleagues. The objective is to make sure collaborative meetings are held as much as possible prior to bringing an item to Senate and that the Senate follows a collegial consultation governance model. While the Senate president needs to remain connected to and take direction from the statewide Academic Senate there is also a need to formulate local policies, establishing behavioral norms respective of their own campus culture.

Lastly, Jason Burgdorfer, past Academic Senate Vice President, has agreed to continue to work with newly elected Vice President, Lisa Hooper on the full-time faculty office allocation process.

B. Action Items

None

C. Discussion

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

1. Responsibilities of the Academic Senate (10+1) and more

- [A Senate Overview Power Point Presentation](#) was shared with all attendees discussing what the role of the Academic Senate is. The PowerPoint will also be posted online so anyone can go back and review. Faculty are empowered to shape their profession and this is formalized through a statute in Ed code. There is a requirement that faculty participate in the professional development of our college and the CCC system. The Senate has a responsibility to annually orient the faculty to Academic Senate and Curriculum Committee matters of operation. The Board has also allowed the Senate to participate in collegial consultation, per college policy. There was a reminder that Ed code comes from the legislature and the California Community College Board of governors takes their guidance from

statutory law and then further defines it by way of Title 5 regulations. Title 5 is set of regulations that give specific language for the Curriculum Committee and for Academic Senate as set for by the CCC Board of Governors.

- Title 5 is a set of regulations established by the Board of Governors for the California Community College system. These regulations also emphasize that Academic Senate is an organization with a primary function of representing faculty and making recommendations. This language found in [AB 1725](#) encapsulates the power that is vested in faculty through Senate's to participate in governance.

2. Robert's Rules of Order and Brown Act

- It is up to the Senate President to ensure that the Academic Senate is in compliance with the Brown Act. The Brown Act ensures and creates a manner of transparency with public meetings for deliberative bodies that make decisions on public policy and business. The Brown Act also makes sure business is not done behind closed doors.
- Both David Andrus and Gary Collis attended the ASCCC Faculty Leadership Conference in which attorney Jake Knapp from the Los Rios College Vice Chancellors office gave a presentation on the [Brown Act and Local Academic Senates](#). This presentation will be uploaded and made available on the Academic Senate website for anyone who wishes to review at a later time. Due to the recent COVID-19 crisis college's turned to remote learning, The state of California's governor Executive Order changed many of the requirements for the Brown Act. The changes no longer require the announcement of the physical meeting locations for each member of the Senate and the need to make that location available to the general public. Another change is the requirement to provide updates from state local official regarding the COVID-19 crisis the Senate.
- Roll Call Votes: There is concern that taking roll call vote via zoom can be very time consuming and takes a lot of time away from the meetings. There is a possibility going forward of utilizing the participants window in zoom as this window has a built in voting system. The legality of this option will be further explored. This is similar to states legislatures voting boards where there are green and red lights visibly displayed.

3. Senate Agendas

- The Academic Senate agendas have grown substantially over the past couple of years mostly due to growth of the Academic Senate's work load in campus governance. Along with College of the Canyons many other colleges around the state have seen an increase in workload. It was emphasized that what goes on the agenda may be overwhelming and that perhaps it needs to be presented in a more digestible manner.
- Discussion items: The objective is to make sure that discussion items are thoroughly discussed collegially with other groups prior to arriving at Senate, as much as that is possible. It is important to make the best use of everyone's time and to ensure institutional effectiveness. It is recommended that a two minute brief history on a discussion item be regularly given first so Senators understand why an item is coming through and what the desired outcome is. A discussion item can be framed and discussed as follows,: overview of the issue, including its history and relevance to Senate input, what specific issues are before the Senate for discussion and potential action and then to initiate a discussion with Senators to move forward with input and direction for next steps.
- The agenda will also be slightly re-arranged in that action items will be first, then discussion items and lastly reports. Items will be prioritized so that guests have an opportunity to go first.

4. Senate Meeting Processes

- Reports: Anyone scheduled to give a report will also have an opportunity to submit a written, video or in-person report. A report template will also be put together and made available to serve as a guide on what committee chairs should report on. There was a reminder that reports are not discussion items and discussion items are not to be reports.
- Consent Calendar: There are some items at the Program Viability Committee, such as PV

recommendations, that can go on the consent calendar as they have already been extensively discussed in PV. Other items such as 3 year pilot/status reports may, or may not, be recommended for consent. There was a reminder that anyone can pull an item off of consent if it warrants further discussion.

- Agenda notification emails: It is recommended that if there is an item on the agenda which may need more discussion that an email can go to Senators asking them to focus on a certain part of the agenda.
- Senate meetings will continued to be scheduled from 3:00pm to 4:50pm. There will be a discussion item on a future agenda, as an action item, next semester in which Senate can decide the meeting end time. Per the Senate's Bylaws, this decision is to be made during spring semesters.
- There was concern shared that in the drive to become more efficient that this process doesn't lead to a lack of transparency.

5. Academic Senate Constitution & Bylaws Standing Committee

- For several years David Andrus chaired the Constitution and By-laws committee. There was a discussion in the Senate Executive committee regarding the need for changes in the governing documents. After some discussion and due to the work of the Committee on Committees the Constitution and By-laws Committee was disbanded and merged with the Policy Committee. However, due to the large queue of the Policy Committee not much work was done in terms of the Const. & By-laws. The Constitution & Bylaws committee was recreated as an Ad-hoc committee by Rebecca Eikey. The intention in fall, 2020 is to re-establish the standing Constitution and Bylaws committee. There is an enormous amount of review that needs to take place with both the Constitution and By-laws.
- There are also commitments being made to address the campuses commitment to breaking down institutional racism. A full review of governing documents will be made to identify if there are any barriers in place. People who will be recruited to join the Const. & Bylaws committee will be asked to just look at the practical aspects of the revision but also those of anti-racism, equity and diversity issues in all Senate documents, functions and norms of operation.

D. Reports

None

E. Announcements

- Senate Elections call for one open senate seat
 - At-Large (Term 7/1/20 – 6/30/22)
 - There was reminder that the call for nominations for the At-large position will end on the second week of instruction by 5pm on that Friday.
- Next Academic Senate Meeting, September 3, 2020
- Next Curriculum Committee Meeting, August 27, 2020

F. Adjournment: 2:01 pm

Program Viability Committee Summary

May 21, 2020, 9:00 a.m. to 10:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Christopher Boltz (Theatre/CTE Rep), Lisa Hooper (Curriculum), Nicole Faudree (Business/COCFA Rep), Albert Loaiza (Counseling Rep.)

Guests: Harriet Happel (CE Dean), Marilyn Jimenez (Academic Senate Administrative Assistant), Jason Burgdorfer (MSHP), Wendy Brill (VAPA), Don Carlson (Dean, Business), Maral Markirian (CAWT), Omar Torres (VPAA), Samuel Bolanos (Applied Technologies), Katht Bakhit (Dean Business & Applied Tech), Justin Wallace (Administrator, Technical Assistance Provider (TAP) Grant), Lee Hilliard (Applied Technologies)

I. Routine Matters

1. Call to order: 9:05am
2. Approval of the Agenda: Motion to approve the agenda by Christopher Boltz, seconded by Albert Loaiza. Unanimous. Approved.

II. Reports

1. Year Two Status Report: Technical Theatre - Chris Boltz
 - Two Year Report: This report is a hybrid for both Year Two and the Year Three. The full year three report will be done in fall 2020. There was a small number of degrees and certificates conferred at spring graduation. There was at least one certificate and one AA degree. The class sizes have been growing with the key classes which includes Technical Theater Practicum. Prior to the COVID-19 crisis hitting there were 14 students enrolled. In regards to the Lightning class about half of the students were first year students from Hart High School. This has been a great pathway. In terms of spring 2020 there were some students who choose not to complete the last two classes in a distance format and have delayed their transfer.
 - Video Marketing: There is funding to get a video shot of the Technical Theater program to help create more awareness. The video will be uploaded to the website soon. There was a request to get this video back from Shawn at Mud Turtle. Shawn will need final approval from PIO before uploading and marketing the video. The video shows footage of rehearsals and students in the costume shops hanging lights.
 - Advisory Committee update: The advisory committee has been looking to do some expansion. The advisor request the following new courses as a way to increase enrollment.
 - a) Introduction to Design (credit course): This work is being done with CSUN and CSUN's curriculum is being borrowed from their *Color & Design Theory Class*. Some minor revisions were made and those will be ready for the Curriculum Committee in the fall 2020.
 - b) Drafting for the Entertainment Industry (noncredit course): This curriculum will also be ready for the Curriculum Committee in fall 2020. There was a request to split this course into two noncredit courses. Chris has some concern in that this course asks that the instructor teach Vector Works and AUTOCAD. In regards to Vector Works there is a free license for the lab portion. In regards to AUTOCAD, the Voluntary Product Accessibility Template (VPAT) does not meet the standards. Chris will follow up with colleagues at other school to determine how they accomplished their accessibility goals with a VPAT that is not up to standard. The VPAT is also part of the 508 Compliance. This is required to ensure that when providing online instruction that there are appropriate accommodations for students that have certain needs. Garrett can attend the Advisory board to discuss the

non-credit courses. Some employers on the board stated they will have some of their staff register for the course so they can update their skills such as AutoCAD. There was a suggestion to reach out to both David Martinez in Engineering and Regina Blasberg as they currently teach drafting classes for their input. A meeting has also taken place with the Architecture department.

- Performance & Technical Theater Courses: The initial reason for the development of this program was to attract those students who had backgrounds in the performance side but didn't have an understanding of the technical side. This program was a way to draw in students into possible career opportunities. Chris confirmed that there have been some students who began taking the technical courses and are now having second thoughts about whether or not to continue with performance courses.
- There is now a relationship with Six Flags Magic Mountain in that they are now sending their Technicians to take these courses at COC. The technicians are not looking to take the entire program, which unfortunately means that they don't get the graduate numbers.
- Certificate in Technical Theater: There are some students who have taken sufficient classes that they may be considering completing the certificate in Technical Theater. This certificate is 18 units. Most student either want to do stagecraft or they want to do costumes. Very few students take courses in both areas. There is a possibility of doing a low unit local certificate. Some labor market data will be needed to demonstrate the availability of employment opportunities.
- Mirroring as a Non-Credit Technical Theater Certificate: There is a possibility of developing a non-credit certificate which only requires 2-3 courses. There may be a way to market a certificate package with COC and Six Flags. This certificate would fit well with students coming in from Six Flags who are not interested in the units just obtaining the skills set. If a student chooses non-credit courses a student can still petition to earn the units. This would be done through credit by exam or assessment for prior learning.
- Competency Base Education: Sacramento has proposed on their agenda the idea of Competency Base Education as a way to develop short term certificates for Technical Skill attainment to get into the workforce. More research will be done to determine if there are any industry recognized credentials. There are also additional certification programs through the Entertainment Stage Technology Association (ESTA) such as Stage Electricians.
- Career Day: Many great contacts were made at this event with students. There was a request to host more Career Day events when it is safe to return to campus. There are plans to move forward.
- There are plans to meet with Melanie from Castaic High School to develop a formalized Pathway with COC.

III. Discussion

1. Program Revitalization: Computer Networking - Lee Hilliard

- Summary: A power point slide presentation was shared by Wendy Brill outlining the [Program Revitalization for Computer Networking proposal](#). The proposal included a summary of the program and outlined how the program has been struggling and what the program is doing well. The following CCCCO link <https://www.cyberseek.org/pathway.html> was shared. This page is the virtual campus or online imitative. The Pathways page allows users to explore various pathways by clicking on the career links which then changes the skills that are necessary. There has been a misconception that Networking and Cyber Security are one in the same. In terms of the "Networking" link, it demonstrates that this pathway is part of a fundamental pathway to Cyber Security.
- Model Curriculum Information Technology: The Chancellor's Office list of cyber security pathway courses are also part of the Model Curriculum through the CIT website. There are several courses

offered at COC that could line up with those offered at CSU. Theoretically, this Model Curriculum could be offered based on the 13 units. A list of programs currently being offered in the region was shared.

- LMI: A Centers of Excellence report was developed. The LMI data in this report is pre-COVID-19. The report states that jobs will remain steady in this field over the next 5 years, 73% of students are employed within a year of completing the program and 65% of students are earning a living wage.
- GAP Analysis Recommendations Implemented-Curriculum: There are two GAP Analysis reports which includes two recommendations that are Curricular and some that are not. The Curricular recommendations proposed are being implemented right now which includes revising the Curriculum to 3 units as some are 7 units. It is also recommended to add "Internet of Things (IoT) and Python, develop 4-year transfer pathway, align local curriculum with statewide transfer model curriculum and develop stackable certificates.
- There is a total of 19 courses. There is a proposal for additional courses and the amount of programs. There's one degree and five stackable certificates and the stackable certificates align with the degree. There's two certificates with minimal overlap with the degree courses. Of the 23 courses, six of the courses have a pre-requisite or industry certification can be used. Of the total 23 courses, 10 have prerequisites of some form. The student could be working towards the Internet of Things (IoT) Certificate and also be working towards the Certificate of Achievement or the degree. A list of prior course names was also shared. There are some revisions to courses based on industry certifications. Also pre-requisites are also includes with courses. A list of proposed classes was also shared.
- There are several scheduling changes proposed such as 8 week classes and offering additional times/days. The GAP Analysis also requested a specific software package for that virtualization and the department uses a proprietary package.
- Challenges the program is facing: The program revitalization process asks for programs to identify three challenges. The challenges identified includes:
 1. Clarifying the program pathways for students with the goal is to increasing enrollment and completion.
 2. Develop a full marketing plan and implement it with the goal of program enrollment growth
 3. Grow Industry Input with the goal of remaining current.
- Curriculum Committee did approve the Internet of Things (IoT) and the Python course. The department is seeking CID's for those courses which are eligible. CID's are written very generically, therefore course descriptions should be as well. This will help communicate that the department is conforming to the standards in the field.
- Articulation with Bradman University: There is an objective with articulating with Bradman University. It is being recommended to first seek CID and ensure courses are aligning well with external standards. After CID's are sought then the program can proceed with cultivating an agreement with Bradman that would result in a transfer pathway. There was a recommendation to not limit students just with Bradman but to look at other schools as well.
- Course renaming & renumbering: There is also concern with the naming of courses. It is important that the course name and the catalog description are clear to students as the name makes them read the course description. While unique course names is helpful, more generic course names is sometimes better for students. It is also recommended to number courses based on a logical sequence.
- Credit for prior learning has also been another objective as everyone wants their students to get certified which enables them to get jobs. This program is ever changing as year to year there are

advances made as technology emerges.

- There is no formally recognized program. A presentation on Cyber Security will be made in the fall. There is a tie in between some of the proposed curriculum revisions in regards to Electronic Systems as related that will overlap with a proposed Program Viability opportunity in Cybersecurity.
- Next steps with Curriculum Committee: There are four courses total that were proposed and that would be needed to compliment some of the stackable certificates. Three of the courses are currently in eLumen at Stage 5 and the CCNA Cyber Ops course still needs to be entered. For fall semester the existing courses will be submitted to the Curriculum committee with the name change of Network Technology.
- Community Education: There was a suggestion to use more community education opportunities such as the Summer Institute.
- Next steps for PV: A Program Viability Rubric will need to be completed and submitted to the Academic Senate. After Academic Senate approves the recommendation from PV, the new proposed courses will go through the Curriculum Committee as a final read. It is recommended to include courses, as examples, from other colleges. Once this proposal goes through the entire approval process it will got to the Board for final approval.
- Next steps for Marketing for the program: It is recommended that the program put together a package which will include marketing materials and outreach plans such as Career Trees and videos. Career Trees will be completed by the fall semester.
- It was suggested to have faculty connect with Erika Torgeson in the Counseling department to get training and discuss program changes.
- It is important to have committee collaboration between faculty and administration.
- Motion to approve the Revitalization process for Computer Networking/Networking Technologies by Nicole Faudree, seconded by Christopher Boltz.
- Roll call Vote:

○ Boltz, Christopher-AYE	○ Faudree, Nicole-AYE	○ Loaiza, Albert-AYE
○ Burgdorfer, Jason-AYE	○ Hooper, Lisa-Abstained	
- The motion passed with 4 votes in favor and 1 abstention.

IV. Adjournment: 10:30am



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

August 19, 2020
10:00 a.m. to 11:30 a.m. via Zoom

SUMMARY

Attendees: Alisha Kaminsky, David Andrus, Jeff Baker, Nicole Faudree, Garrett Rieck, Aivee Ortega, Miriam Golbert, Lisa Hooper, Gary Quire, Claudia Acosta, Jason Burgdorfer, Dan Portillo, Gary Collis, Patty Robinson, Dustin Silva, Wendy Brill and Marilyn Jimenez

A. Routine Matters

1. Call to order: 10:03 am
2. Public Comment: none
3. Approval of the Agenda: Motion to approve the agenda by Miriam Golbert, seconded by Nicole Faudree. Approved by Zoom participant window voting. Unanimous.
 - David and Gary attended the ASCCC Leadership conference in June where there was a discussion regarding alternative methods to taking roll call votes during public meetings. Similar to how the state legislature uses a voting board in which they use green and red lights. The idea is to possibly take screen capture of the participant's window after a votes are cast in to keep for record taking purposes. Roll call votes are usually recorded only in the minutes. Further clarification on the ability to do so is forthcoming.

B. Reports: Welcome and Introductions

1. David called for introductions and welcomed all new committee chairs.
2. The meeting is about owning who the Senate Executive Committee is as a unit and ensuring that the work on this committee is functional and purposeful.

C. Action: None

D. Discussion

1. New Constitution & Bylaws Standing Committee, David Andrus
 - Background: When Edel Alonso was serving as Senate President she appointed David Andrus to head up the Constitution and Bylaws Committee. The committee met every year or every other year for about seven to eight years. The committee also dealt with a lot of changes that were happening in Senate at the time.
 - Committee on Committee: Last year there was a new Committee on Committee composition which was brought together as an attempt to

streamline communication and not have too much burden and overlap between committees. Former Senate president Rebecca Eikey wanted to contribute to the idea of streamlining committees. After some discussion and collaboration with David Andrus, it was decided the Constitution and Bylaws committee was to be disbanded and its work was given to the Policy Committee. However, due to the large queue of the Policy Committee not much work was done in regards to the Constitution & Bylaws Committee.

- Ad hoc Constitution & Bylaws: Last semester Rebecca created an ad hoc Constitution & Bylaws Committee which addressed changes that were approved last spring.
- Re-establishment of the Constitution & Bylaws committee: It is the intention to establish this standing committee to address adjustment to the Senate's governing documents.
- Anti-racism efforts with IE2 Committee: David met with IE2 Committee and other student groups over the summer to address anti-racism efforts. There is a commitment on campus from various constituents and the Senate President to ensure review is done of the district governing structure to see if there's been or could have been intentional or unintentional insidious types of barriers to equity that resulted in racial discrimination. It is important for Academic Senate to look at itself, as an internal faculty body, and analyze its written norms and rules. Also each of the Academic Senate sub-committee operating procedures also need to be looked at to ensure the committee addresses all students and COC employees of color. There is also concern with overburdening African American/Black colleagues with the position of fixing the college in terms of racial barriers. There may be a possibility of secondary reviews from outside entities due to the lack of diversity as a whole on campus.
- COCFA Anti-racism efforts: The COCFA is also planning to take on this effort and will be looking at its own faculty contract.
- Curriculum Committee Anti-racism efforts: The Curriculum committee will be helping to guide faculty through a thoughtful and reflective process of evaluation of their own curriculum through these lenses as well.
- This is intended to be long term process as there needs to be a matter of trust built from the institution to all minority colleagues.

2. Revisiting the Purpose of the Executive Committee

- Alignment with Ex. Comm. Members
 - The Senate Executive Committee exist due to the Academic Senate Bylaws. However, the Bylaws need to be revisited to determine the functionality of the group. The Executive Committee has been functioning under the impression that is it supposed to be serving the larger Senate. It is supposed to be serving as an Executive Committee that is a sub-unit of the Senate advisors to the President on matters of the agenda. The second part of its purpose has been to support the

subcommittees of the Senate. In review of the committee composition, there are six people on this committee that are members of the Senate and attend the Senate meetings and there are about 12 members who are not. Unlike other Senate sub-committees which can have membership from those who are not part of the Senate, the Senate Executive committee is unique in that it is supposed to advise the leadership and support the Senate with intimate knowledge of the bi-monthly meetings of the Senate. In reality, and practically speaking, it is the Senate Officers (President, Vice President, Policy Review Committee Chair and Curriculum Chair) that regularly meet to set the agenda. The Bylaws provide a broad enough mission statement for the Ex. Comm to also advise the President on agenda matters. But, it is not really practical given the disconnect between so many of those sitting on Ex. Comm. that do not regularly attend (and are not required to attend) Senate meetings. At some point the Senate leadership has to have some coordinating ability to connect with all of its subcommittees to support them. This should likely be the best use of Ex. Comm. There is a possibility of adding more language to the Senate Executive composition in the Bylaws to help redefine its purpose and mission. It could be renamed to properly align it with a better function of the group, and that is sub-committee coordination, and Senate leadership support of those committees.

- Resolutions?
 - The Bylaws currently state that resolutions have to come to this group before they go to the full Senate. This language needs to be looked at again. If 2/3rd of the group do not sit on Senate and they are not hearing back once things go to the Senate and what that feedback was on the resolution then there is a disconnect between this group.
 - There are going to be a series of joint resolutions regarding racism proposed. The Constitution and Bylaws committee will look at adding more language regarding resolutions. There was an idea proposed to tweak the language of the Bylaws to exempt resolutions that are brought forth by an outside group or 3rd party committee as opposed to those brought by Academic Senate senators.
- Member suggestions and need?
 - There are other committees such as MQ&E who could use the support of this group when addressing MQ issues with HR. Others feel it is important to have a place where all committee chairs can come together and learn from respective committees and the impact that might have on senate business. Because of this, Ex. Comm. membership might be formally expanded to include more sub-committee chairs.
 - Committee Chair Reports: Committee Chair Reports have been moved to the end of the Academic Senate agendas. The agendas will formatted

as follows, action, discussion and then reports. Discussion items will also be prioritized for Senate so that those leading discussion who are not members of Senate can have their discussion go first. There will also be the options for chairs to present reports in written, in-person or video format. A committee chair report template form will be put together to provide guidance for chairs. The form will be brought back at a future Senate Executive Committee meeting for discussion and then for possible adoption.

- Membership Problems
 - It is a misnomer to refer to this group as an Executive Committee when this implies a degree of leadership over the Senate's agenda and operation that isn't actually consistent with what is happening. It is important to ensure internal procedures are being followed.
 - There was suggestion to possibly have this committee be a working group with break out rooms where other chairs can meet and discuss items. Another suggestion is to make sure new committee chairs are trained on the Brown Act. During a report questions can be clarified but it there was a reminder that reports are not discussion items and discussion items are not reports.
- 3. Establishment of meeting regularity? Dates/Times?
 - The committee agreed to continue to meet once a month. A doodle poll will be sent out to the entire group to establish the best meeting times for fall.
- 4. Future Business?

E. Adjournment: 11:30am

HUMAN RESOURCES OFFICE

Date: June 18, 2020

To: Rebecca Eikey
President, Academic Senate

From: Linda Clark
Senior Human Resources Generalist (Faculty)

CC: Rian Medlin, Director, Recruitment and Employee Services
Marilyn Jimenez, Administrative Assistant to the Academic Senate

Subject: Discipline Assignment for Ann Hamilton

Name: Ann Hamilton

Position: Dean, Mathematics, Sciences and Engineering

Discipline Assignment: Educational Administrator

The minimum qualifications for service as an educational administrator shall be both of the following:

- ✓ Possession of a master's degree; and
- ✓ One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Ann Hamilton meets minimum qualifications with:

- Master of Business Administration, Pepperdine University
- 9.91 years of leadership experience as an Educational Administrator as a Dean, Vice President, and Chief Academic Officer.

Discipline Assignment: Business

The minimum qualifications for the discipline of:

- Possession of an unexpired California Community College Instructor Credential in Business/Business Law.
- ✓ OR - Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education.
- OR - Any bachelor's degree in either of the above AND master's degree in economics, personnel management, public administration, or J.D. or LL.B. degree.
- OR - Any bachelor's degree in economics with a business emphasis AND master's degree in personnel management, public administration, or J.D. or LL.B. degree.

Ann Hamilton meets minimum qualifications with:

- Master of Business Administration, Pepperdine University
-

Discipline Assignment: Health Science

The minimum qualifications for the discipline of:

- Possession of an unexpired California Community College Instructor Credential in Health Science.
- ✓ OR - Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, or nutrition or public health.
- OR - Bachelor's degree in any of the above AND master's degree in public health, or any biological science.
- OR - Equivalency: An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.

Ann Hamilton meets minimum qualifications with:

- Master of Science, Nursing, California State University, Los Angeles

HUMAN RESOURCES OFFICE

Date: August 28, 2020
To: David Andrus
President, Academic Senate
From: Linda Clark
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Desiree Goetting

Name: Desiree Goetting

Position: Biology Instructor (Anatomy/Physiology)

Discipline Assignment: Biological Sciences

The minimum qualifications for the discipline of **Biological Sciences**:

- Possession of an unexpired California Community College Instructor Credential in Biological Sciences OR
- ✓ Master's degree in biological sciences OR
- Bachelor's degree in any biological sciences AND master's degree in biochemistry, biophysics, or marine science.

Desiree Goetting meets the minimum qualifications with:

- MS in Biology, California State University, Northridge

HUMAN RESOURCES OFFICE

Date: August 28, 2020
To: David Andrus
President, Academic Senate
From: Linda Clark
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Gretchen Stanton

Name: Gretchen Stanton

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 degree in chemistry OR
- Bachelor's degree in chemistry or biochemistry AND master's degree in biochemistry, chemical engineering, chemical physics, physics, molecular biology or geochemistry OR
- Equivalency: Any Master's degree from an accredited institution of higher education AND 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.

Gretchen Stanton meets the minimum qualifications with:

- PhD in Chemistry, University of Pennsylvania

HUMAN RESOURCES OFFICE

Date: August 28, 2020
To: David Andrus
President, Academic Senate
From: Linda Clark
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Leora Gabay

Name: Leora Gabay

Position: Kinesiology/Physical Education Instructor

Discipline Assignment: Kinesiology/Physical Education

The minimum qualifications for the discipline of **Physical Education**:

- Possession of an unexpired California Community College Instructor Credential in Physical Education OR
✓ Master's degree in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education OR
- Bachelor's degree in any of the above AND master's degree in any life science, dance, physiology, health education, recreation administration, or physical therapy OR
- Equivalency: Any Master's degree from an accredited institution of higher education AND 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.

Leora Gabay meets the minimum qualifications with:

- MS in Kinesiology, California State University, Northridge

Discipline Assignment: **Kinesiology**

The minimum qualifications for the discipline of Kinesiology:

- Possession of an unexpired California Community College Instructor Credential in Kinesiology.
- ✓ Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education OR
- Bachelor's degree in any of the above AND master's degree in any life science, dance, physiology, health education, recreation administration, or physical therapy OR
- Equivalency: Any Master's degree from an accredited institution of higher education AND 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.

Leora Gabay meets the minimum qualifications with:

- MS in Kinesiology, California State University, Northridge

Discipline Assignment: **Health Science**

The minimum qualifications for the discipline of Health Science:

- Possession of an unexpired California Community College Instructor Credential in Health.
- ✓ Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition or public health OR
- Bachelor's degree in any of the above AND master's degree in public health, or any biological science
- Equivalency: Any Master's degree from an accredited institution of higher education AND 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.

Leora Gabay meets the minimum qualifications with:

- MS in Kinesiology, California State University, Northridge

HUMAN RESOURCES OFFICE

Date: August 28, 2020

To: David Andrus
President, Academic Senate

From: Linda Clark
Senior Human Resources Generalist (Faculty)

Subject: Discipline Assignment for Max Keller

Name: Max Keller

Position: Cinema Instructor

Discipline Assignment: Film Studies

The minimum qualifications for the discipline of Film Studies:

- Possession of an unexpired California Community College Instructor Credential in Film Studies OR
- ✓ Master's degree in film, drama/theatre arts or mass communication OR
- Bachelor's degree in any of the above AND master's degree in media studies, English or communication

Max Keller meets the minimum qualifications with:

- MFA in Film and Television Producing, Chapman University

Pandemic Distance Education Teaching

Adopted Practices and Guidelines

DRAFT

The current pandemic crisis has created a degree of uncertainty regarding the probationary and regular faculty observation processes. For the Fall 2020 and Spring 2021 semesters some faculty members will be evaluated from a distance education synchronous instructional format, thus not categorized as a 100% online class. These guidelines apply to synchronous classes with predetermined meeting days and times. Online instructors having been fully certified under the traditional IOI training standards, and that are teaching asynchronous, purely 100% online sections that maintain a permanent DLA, must be evaluated through the Online/Hybrid Visitation Report.

At College of the Canyons, we have two evaluation documents used to evaluate faculty. The Classroom Visitation Report for on ground instruction and the Online/Hybrid Visitation Report for 100% Online instruction. Committees are encouraged to discuss expectations, challenges, concerns, at the initial meeting with the faculty member and to decide which evaluation form is best suited for the individual faculty member. The goal is still to support faculty and hopefully create opportunities for mentoring from the committee or outside the committee. Faculty

are encouraged to discuss their teaching in the context of the current pandemic crisis and to use the results for professional growth. Opportunities for faculty mentorship are encouraged.

We respect your academic freedom and understand the divergent comfort levels of faculty experience with Canvas, distance education, and all virtual platforms. The tenure process is to help improve instruction in a collegial and supportive way. Similar to the Checklist for Online Instructor Evaluation, the following guidelines have been approved by the Academic Senate and shall be formally memorialized in an MOU with the District. These guidelines are an attempt to provide assistance and to keep things as simple as possible during the pandemic crisis.

1. Meet with the committee within the first three weeks of the semester.
2. Discuss how you (the evaluatee) are teaching your classes.
 - a. If you are teaching f2f via Zoom, then the committee may select the traditional classroom visitation evaluation form.
 - b. If you are teaching mostly asynchronously, then the committee may select the online/hybrid evaluation form.
3. Once this guideline is formally adopted by the Senate and the MOU signed by COCFA and the District, committee chairs will confirm in writing, via email to your committee, as to which evaluation form will be used by each observer/evaluator.
4. For student success and where appropriate, the committee can recommend the evaluatee avail themselves of the Online Education or CETL courses and workshops.
5. It is recommended that the committee discuss and plan how each of the categories on the chosen evaluation form will be applied given the uniqueness of the current pandemic distance education environment, in relation to the particular faculty member and their instructional delivery for the courses to be observed.
6. It is recommended that the committee address any categorical areas of the chosen evaluation form that were not able to be properly measured or evaluated during the class visitation.
7. As in semesters past, the Committee Summary forms should be used to reflect the positive highlights of the observations and suggestions for improvement, where necessary. For this year, please also reference the unique nature of the evaluation, and any pertinent information regarding challenges and successes that occurred.

ACADEMIC SENATE STANDING POLICY
Brown Act – Virtual/Online Roll Call Votes

DRAFT

As a result of the 2020 COVID-19 pandemic, and the move to remote/virtual meetings, Governor Newsom signed Executive Orders N-25-20 and N-29-20 conditionally suspending particular aspects of the Brown Act. Certain aspects of Brown were not suspended, nor elaborated upon. Local deliberative bodies have been left to address such aspects of Brown on their own. In their summary conclusions the executive orders state:

“....all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.”

As such, this standing policy seeks to provide guidelines specifically for roll call voting for meetings held virtually/online during the period covered by the COVID-19 public health crisis, as recognized by the Governor’s state of emergency declaration. The following guidelines apply to the Academic Senate and any of its sub-committees:

1. All public meetings must begin with a verbal attendance roll call to ensure the electronic communications, web based or telephonic, of all voting members have been established as properly working and to ensure a quorum of the body has been met.
2. The Academic Senate President and sub-committee chairs may choose to utilize the means of taking and recording roll call votes for agenda items.
3. Verbal/Oral roll call votes are authorized as an option.
4. The use of an itemized participants board (i.e., a participant’s board that clearly and objectively identifies individual votes for each voting member) within a virtual meeting platform, *e.g.*, Zoom, is authorized as an option for roll call votes. At the minimum, these platforms must have a “Yes” function, and a “No” function. Any votes of abstention will be identified by a committee member having chosen neither Yes or No, unless such an abstention option exists within the platform. The Academic Senate and its sub-committees may request or require voting members to clearly identify themselves as a voting member by title within the participants window.

5. All initial and seconded motions that call for a vote must be verbal/oral.
6. Any voting member that has called in to the meeting telephonically, and that does not have access to a virtual participants screen with visual voting, must be asked to provide a verbal/oral response for their tallied vote.
7. If a participants board is chosen as the method for a particular itemized vote, any member of the committee may, in advance of a vote, motion that particular item to be voted by a verbal/oral roll call vote.
8. A participants window or voting board must be cleared, and noted as having been cleared, by the Senate President or Chair prior to each and every itemized vote.
9. All final vote tallies will be verbally announced at the conclusion of each itemized vote to convey passage or non-passage of the agenda action item.
10. All votes will be recorded and noted in the Senate or committee minutes/summaries to be approved at subsequent meetings.

The use of a virtual and visual, non-verbal participants voting board via any platform, has been authorized per an inquiry with legal counsel for the Office of the Chancellor for California Community Colleges and in consultation with the President of the Academic Senate for California Community Colleges.

This standing policy may be extended for a post COVID-19 pandemic environment after the Governor's executive orders have been rescinded. Such extension might warrant amendments and can be subsequently addressed with greater knowledge of such a pending and evolving work environment.