



College of the Canyons Academic Senate

December 7, 2023

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

Hybrid Format, via Zoom & in-person in **BONH 330**

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/82829179112>

Meeting ID: 828 2917 9112; One tap mobile +16694449171# US; +17193594580# US

Additional Teleconferencing locations can be found on page 2 of this agenda.

AGENDA

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

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

A. Routine Matters

1. Call to order
2. Public Comment
 - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:
 - Selection Committee
 - Christina Chung
 - Howard Fisher
 - Phil Marcellin
5. Sub-Committee Summaries/Information: none
6. Academic Senate Release Time Memo 2024/25 (pg. 6)
7. Approval of the Consent Calendar

Academic Senate Summary, November 16, 2023 (pg. 3-5)

[Curriculum Committee Summary, November 30, 2023](#)

B. Reports

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

1. Legislative Update Report, Wendy Brill
2. Academic Senate Presidents Report, David Andrus
 - PAC-B Report Discussion
3. Vice Presidents Report, Lisa Hooper
 - Self-Service Taskforce Discussion/Update

C. Action Items

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

1. Adjunct Curriculum Representative Election Results (pg. 7)
2. [Faculty receiving Emeriti status December 2023](#) (pg. 8)
 - Jennifer Hauss, *English/Journalism*
 - James “Jim” Wolf, *Biological Sciences*

D. Discussion

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

1. EEO Plan, Dr. Rian Medlin
 - AP 3420 (Equal Employment Opportunity (pg. 9-10)
 - [2023 SCCCD EEO PLAN Draft Clean](#)
2. Student Center Renovation Update, Dr. Jasmine Ruys & Erin Tague
3. Food Service Discussion, David Andrus & April Marin

E. Unfinished Business

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Senate Policy on Web Enhancement
4. Academic Senate/COCEFA Joint Task Force on Full-Time Evaluations

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. Tenure Committee Training Workshops
2. Senate Faculty Office Procedures
3. Staff Training for Classified Absences

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2024: Feb. 8th, Feb. 22nd, March 7th; March 21st; April 11th; April 25th; May 9th; May 23rd
2. [2024 ASCCC Spring Plenary Session](#): April 18th – 20th, San Jose Marriot, San Jose, CA.
3. [2024 ASCCC CTE Regional Consortium](#): May 3rd, 2024, Los Angeles, CA. area
4. [2024 ASCCC Faculty Leadership Institute](#): June 20th – 22nd, Location TBD
5. [2024 ASCCC Curriculum Institute \(Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!\)](#): July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

H. Adjournment

The teleconference is accessible though the following link:

<https://canyonsonline.zoom.us/j/82829179112>

Please note:

This meeting will be broadcasted at the following locations via zoom

none

Academic Senate Meeting Summary for November 16, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	Gary Quire	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	<i>Gary Quire proxy for Gary Collis</i>	X	At Large Senator	Sab Matsumoto	X
AT Senator	Regina Blasberg	X	At Large Senator	<i>Erica Seubert proxy for Shane Ramey via zoom</i>	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	Jennifer Paris	X
MSHP-HPPS Senator	<i>David Pevsner proxy for Tammy Bathke</i>	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Arshia Malekzadeh <i>via zoom</i>	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Lauren Rome	X
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	Victoria Leonard	X	X= Present	A= Absent	

Non-voting Members			
Dr. Omar Torres via zoom	X	Paul Wickline via zoom	A
Marilyn Jimenez	X	Jason Burgdorfer (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	X	ASG Student Representative- Hestia Sartika	A

Guest							
Chad Peters	X	Dr. Jasmine Ruys	X	Jesse Vera	X	Lak Dhillon	X
Erin Tague	X	Jennifer Smolos-Steele	X	Kat Almero-Fabros	X	Patrick Backes	X
Heather Dotter	X						

I. Routine Matters

1. Call to order: 3:06 pm.
2. Public Comment:
 - Many faculty feel uncomfortable using the Hasley Hall 3rd floor all gender bathrooms due to security concerns. All gender bathrooms need to be re-designed.
 - There has been a low student survey response rate in adjunct faculty evaluations. This poses challenges when using this feedback. Online evaluation response rates have been very high.
 - There is now a café at CCC. Special thanks to Ryan Thuele and Anthony Michaelides.
3. Approval of the Agenda

- Motion by Victoria Leonard, seconded Garrett Rieck. Gary Quire proxy for Gary Collis (yes, vote) Erica Seubert proxy for Shane Ramey (yes, vote); David Pevsner, proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.
4. Committee Appointments: *none*
 5. Sub-Committee Summaries/Information: none
 6. Approval of the Consent Calendar
 - Motion to approve the consent calendar by Rebecca Shepherd, seconded by David Brill. Gary Quire proxy for Gary Collis (yes, vote) Erica Seubert proxy for Shane Ramey (yes, vote); David Pevsner, proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.

Academic Senate Summary, November 2, 2023 (pg. 3-6)	Curriculum Committee Summary, November 9, 2023
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J. Reports

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

1. Academic Integrity Taskforce Report, Shane Ramey (pg. 7-8)
 - A best practice guide sheet is being developed that will include three areas in preventative, educative, and disciplinary aspects. Should artificial intelligence be included in the best practices guide? A draft will be submitted to the Senate as discussion in spring 24. A suggestion as made to create a “Helpful Tips for Teaching in the age of AI”
2. Vice Presidents Report, Lisa Hooper
 - Legal Updates: As many are striving to include DEIA and anti-racism practices in all aspects of higher ed, there are lawsuits and decisions. The District is moving in a meaningful and thoughtful direction as there is no quick/easy solution.
 - Curriculum Legislative Update: It is good to look at curriculum updates from a holistic understanding.
 - IT Survey: This survey was an important opportunity to provide feedback.
 - Facilities Update: Erin Tague, VP of facilities and Lisa will be taking a tour of outside spaces on campus such as ADA areas on Monday. Lisa will visit the CCC on Friday. There was a request for better signage for doors at the Don Takeda Center to be closer to doors.
 - Classified in the Spotlight: Dave Brill met with Lisa, Austin Dave and Classified in MEA. All agreed to provide technical support for the Faculty in the Spotlight event with SB Tucker.

K. Action Items

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

1. AP 4500 (Student News Media), Lisa Hooper (pg. 9-10)
 - Motion to approve by Mike Harutunian, seconded Rebecca Shepherd. Gary Quire proxy for Gary Collis (yes, vote) Erica Seubert proxy for Shane Ramey (yes, vote); David Pevsner, proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.
2. Declaration of Senate Vacancy (Tammy Bathke, Health Professions), Lisa Hooper
 - Motion to approve the recognition of Tammy Bathke’s resignation By Erica Seubert, seconded by Victoria Leonard. Gary Quire proxy for Gary Collis (yes, vote) Erica Seubert proxy for Shane Ramey (yes, vote); David Pevsner, proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.
3. Request Authorization to Appoint Senate Vacancy, Lisa Hooper
 - Motion to appoint David Pevsner to replace Tammy Bathke rather than holding an election by Mike Harutunian, seconded by Tricia George. Gary Quire proxy for Gary Collis (yes, vote) Erica Seubert proxy for Shane Ramey (yes, vote); David Pevsner, proxy for Tammy Bathke, (yes, vote). Unanimous. Approved.

L. Discussion

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

1. Commencement Feedback Report Out, Lisa Hooper
 - There are concerns with commencement physical safety, ADA accessibility at the Honor Grove, as well as weather concerns. There is also concern that the 48 hour grade submission deadline is made even more pressing and difficult by commencement (whether it be one or two ceremonies). The 48 hour deadline needs further discussion. There were suggestions to host one ceremony at the stadium, reduce the overall time of the ceremony and speeches, find an outside keynote speaker, set up a large screen, and include concession stands for photos, merchandise and food.
2. [Curriculum Report/Discussion Legislation](#), Tricia George
 - Legislative updates included AB 1111 (Common Course Numbering System) which requires a singular lower division education pathway and placement of an ADT pathway. There are also changes due to the new AB 928 (CALGETC) pattern. A list of courses that are and are not accepted was shared. There was concern that if courses are no longer valid this may jeopardize programs for transfer. This will return in spring 24.
3. Student Center Renovation Update, Dr. Jasmine Ruys & Erin Tague
 - This item will return on the next agenda.
4. Self-Service Taskforce Discussion/Update, Lisa Hooper
 - This item will return on the next agenda.

M. Unfinished Business

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Senate Policy on Web Enhancement
4. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
5. Food Service at Valencia & CCC

N. 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. Tenure Committee Training Workshops
2. Senate Faculty Office Procedures
3. Staff Training for Classified Absences

O. Announcements

- [Next Academic Senate Meeting Dates Fall 2023](#): Dec. 7th; [Spring 2024](#): Feb. 8th, Feb. 22nd, March 7th; March 21st; April 11th; April 25th; May 9th; May 23rd
- [2023 ASCCC Fall Plenary Session](#): Nov. 16th – 18th, Westin South Coast Plaza, Costa Mesa, CA.
- [2024 ASCCC Spring Plenary Session](#): April 18th – 20th, San Jose Marriot, San Jose, CA.
- [2024 ASCCC CTE Regional Consortium](#): May 3rd, 2024, Los Angeles, CA. area
- [2024 ASCCC Faculty Leadership Institute](#): June 20th – 22nd, Location TBD
- [2024 ASCCC Curriculum Institute \(Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!\)](#):
July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

P. Adjournment: 4:58pm

COLLEGE OF THE CANYONS
ACADEMIC SENATE

TO: Omar Torres, Assistant Superintendent/Vice President of Instruction
FROM: David C. Andrus, President, Academic Senate
DATE: November 28, 2023
RE: Academic Senate Release Time – **2024/25 Academic Year**

The 2022/24 COCFA Contract, Article 12, Section J allows for 410% Reassign Time per Semester for the Academic Senate (to be allocated by the Academic Senate). A percentage of this release time for the Academic Senate must be used to support a CTE liaison position. The following is the intended allocation of this release time for the 2024/25 academic year:

Academic Senate Position	% FTF Reassign Time Fall 2024	% FTF Reassign Time Spring 2025
Academic Senate President, Lisa Hooper	100	100
Academic Senate Vice President, Garrett Rieck	20	20
Curriculum Committee Chair, Tricia George	100	100
Policy Review Committee Chair, Nicole Faudree (Temporary for Fall 2024) **Gary Collis (Spring 2025)	60	60
CTE Liaison, Gary Quire	40	40
Faculty Professional Development Chair, Teresa Ciardi	20	20
Program Viability Chair, Garrett Rieck	20	20
Non-Credit Curriculum Subcommittee Chair, Garrett Rieck	30	30
Academic Senate Communications Officer, Erica Seubert	20	20

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

***** Gary Collis is off contract by Load Bank, Fall 2024***

As a reminder, in consultation with Dr. Van Hook, it was agreed beginning spring, 2022 and thereafter, the position of "Faculty Articulation Officer/Liaison that serves on the Curriculum Committee shall receive 20% District release/reassign time rather than Academic Senate release time. Julie Hovden will continue to serve as Faculty Articulation Officer/Liaison for the 2023/24 academic year.

Adjunct Curriculum Representative Election Results

Dear Colleagues,

The election for the vacant Adjunct Curriculum Representative position has closed and the results are in.

Congratulations to Ruth Rassool! Pending approval of the Academic Senate, they will serve as your Adjunct Curriculum Rep. for the remainder of the current term. Please see below a link for the results.

Election results: [CLICK HERE](#)

Thank you, everyone, for participating in this election.

If you have any questions regarding this election, please contact us at Senate_Elections@canyons.edu and CC Marilyn.Jimenez@canyons.edu.

*This email was sent to Adjunct Faculty and Instructional Deans.

COC Senate Elections Committee
Dustin Silva
Karyl Kicenski

Emeriti Faculty

FY 2023-2024

#	FTF Retiree Name	Hire Date	Retirement Date	Discipline
1	Jennifer Hauss	August 1, 2011	December 31, 2023	<i>English/Journalism</i>
2	James “Jim” Wolf	August 18, 2000	December 31, 2023	<i>Biological Sciences</i>



AP 3420 Equal Employment Opportunity

References:

Education Code Sections 87100 et seq.;
Government Code Sections 7400 et seq. and 12940 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
ACCJC Accreditation Standard III.A.12

1. Board Policy 3420 reflects the District's commitment to ensure equal opportunity and promote the value of having a diverse workforce. Diversity in the academic environment fosters cultural, social, and civic awareness as well as mutual understanding and respect.
2. The District's policies, regulations, and practices are fully described in the Equal Employment Opportunity (EEO) Plan, a District-wide, written plan that implements the District's EEO Program. The EEO Plan includes the definitions contained in Title 5 Section 53001 and complies with all legal requirements as listed in Title 5, and must:
 - a. Be developed in collaboration with the District's EEO Advisory Committee;
 - b. Be reviewed and adopted at a regular meeting of the Board where it is agendaized as a separate action item and not part of the consent agenda;
 - c. Cover a period of three years, after which a new or revised plan shall be adopted; and
 - d. Be submitted to the California Community Colleges Chancellor's Office at least 90 days prior to its adoption. Comments received from the California Community Colleges Chancellor's Office on the proposed plan must be presented to the Board prior to adoption.
3. The Assistant Superintendent/Vice President, Human Resources (CHRO) shall have the responsibility and authority for completing, updating, and implementing the EEO Plan and ensuring compliance with all state and local requirements related to the EEO Plan.
4. The EEO Plan must include all of the following:
 - a. A process for notifying all District employees the provisions of the EEO Plan;
 - b. Specific pre-hiring, hiring, and post-hiring EEO strategies the District intends to implement each year over the life of the plan;
 - c. A schedule identifying the timetables for implementation of the identified EEO strategies;
 - d. Identification of the District EEO officer with delegated responsibility and authority for implementing the EEO Plan and ensuring compliance with Title 5 regulations;
 - e. A process for ensuring all individuals directly participating in the screening or selection process receive appropriate training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce diversity; the elimination of bias in hiring decisions; and best practices in serving on a screening or selection committee;
 - f. A process that any unlawful discrimination that is detected in the District's hiring practices is brought to the attention of the CHRO;

- g. The procedure for filing complaints with District Human Resources is in accordance with the procedures specified in the EEO Plan and Board Policy and Administrative Regulation 3430 Unlawful Harassment and Discrimination Prevention and Complaints;
 - h. A process for providing annual written notice to appropriate community-based and professional organizations concerning the District's plan and the need for assistance from such organizations in identifying qualified, diverse pools of applicants for openings within the District;
 - i. A process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by number of persons from monitored groups, as defined by Title 5 Section 53001, in each job category to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. The District shall conduct a data review as part of its plan renewal, and may conduct periodic data reviews more frequently;
 - j. A process for utilizing data available from reliable public and private sources to determine whether monitored groups are underrepresented within District job categories and strategies for addressing any underrepresentation.
5. The CHRO shall ensure that:
- a. The training identified in Section II.E. above is conducted by a qualified member of the District Human Resources staff;
 - b. An EEO Advisory Committee exists as required by Title 5;
 - c. The District makes a continuous good faith effort to comply with the requirements of the EEO Plan; and
 - d. The District posts a copy of the EEO Plan on the District's website.