



College of the Canyons Academic Senate

April 25, 2024

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/89672861130?pwd=rM5ST4atUVbKaEEyrnbUYCAAYRVLBB.1>

Meeting ID: 896 7286 1130; Passcode: 424965

One tap mobile +16694449171,,89672861130# US; +12532050468,,89672861130# 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 list (pg. 3)
5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar

Academic Senate Summary, April 11, 2024 (pg. 4-7)	Curriculum Committee Summary , April 18, 2024
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Senate Elections/Nomination Results:

- Academic Senate School Adjunct Senators (2024-2026) (pg. 8)

B. Reports

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

1. Honors Committee Annual Chair Report, Miriam Golbert
2. Academic Staffing Committee Annual Chair Report, Miriam Golbert
3. Academic Senate Presidents Report, David Andrus
4. Vice Presidents Report, Lisa Hooper

C. Action Items

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

1. Academic Calendar for the 2026/27, David Andrus & Dr. Jasmine Ruys

- Traditional – No Fall Break 2026/27 Academic Calendar (pg. 9-10)
- Early Start Fall Break 2026/27 Academic Calendar (pg. 11-12)
- Fall Break Summary for Academic Senate (pg. 13-14)

D. Discussion

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

1. AP 4103 (Work Experience), Gary Collis (pg. 15-17)
2. [Local Degree Changes](#), Tricia George
3. Proctoring: COR & Academic Freedom Discussion, David Andrus (pg. 18-19)

E. Unfinished Business

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

1. CTE Toolkit
2. Senate Policy on Web Enhancement
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
4. IRC Discussion - Automated Book Adoptions
5. Web Design/Server Update

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. Staff Training for Classified Absences
3. Artificial Intelligence Resolution and/or Policy
4. Election Committee Processes Update

G. Announcements

1. [Next Academic Senate Meeting Dates Spring 2024](#): May 9th; May 23rd
2. [Local Faculty Award Nomination Deadline](#): April 28th by 5:00 pm.
3. [2024 ASCCC CTE Regional Consortium](#): May 3rd, 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 through the following link:

<https://canyonsonline.zoom.us/j/89672861130?pwd=R5ST4atUVbKaEEyrnbUYCAAyRVLBB.1>

Please note:

This meeting will be broadcasted at the following locations via zoom

none

Selection Committee Appointments

First Name	Last Name	Full-Time or Part-Time
Lauren	Franco	Full-Time
Patricia	Garcia	Full-Time
Sonny	Requejo	Full-Time
Richardo	Rosales	Full-Time
Erika	Torgeson	Full-Time
Jesse	Vera	Full-Time

Academic Senate Meeting Summary for April 11, 2024

Voting Members					
Senate President	David Andrus	A	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	Gary Collis <i>via Zoom</i>	X	At Large Senator	Sab Matsumoto	X
AT Senator	Regina Blasberg	X	At Large Senator	Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	Jennifer Paris	X
MSHP-HPPS Senator	David Pevsner	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	<i>Rebecca Shepherd proxy for Victoria Leonard</i>	X	X= Present	A= Absent	

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

Guest							
Alexa Dimakos	X	Deanna Riveira	X	Kathrina Fabros	X	Patty Robinson	X
Anzhela Grigoryan	X	Dustin Silva	X	Lak Dhillon	X	Robert Wonser	X
Arshia Malek	X	Hsiawen Hull	X	Mary Powell	X	Rosario Gonzales	X
Carly Gott	X	Dr. Jasmine Ruys	X	Michelle Labrie	X	Siane Holland	X
Chad Peters	X	Jennifer Smolos-Steele	X	Michael Felix	X	Stephen Burns	X
Collette Gibson	X	Julie Johnson	X	Michael Monsour	X		

I. Routine Matters

1. Call to order: 3:05pm
2. Public Comment:
 - I. There are some door and window covers that were ordered for the Don Takeda Center to be used during emergencies. However, those covers didn't fit and needed to be re-ordered.
 - II. There was a request to install more shaded structures in the Aliso Hall area as the students are standing against the wall in the small shaded areas, especially Aliso

Hall/Lab area, but this is a concern on both campuses.

3. Approval of the Agenda:
 - I. The President’s report was moved to the next agenda. Discussion item #4 on “Proctoring: COR & Academic Freedom” was tabled as David will lead this discussion.
 - II. **Motion** to approve the agenda with the above stated changes by Mike Harutunian, seconded by Garrett Rieck. Rebecca Shepherd proxy for Victoria Leonard (yes , vote). Unanimous. Approved
4. Committee Appointments:
 - Jason Gurtovoy, Web Committee & Honors Committee
 - Selection Committee list (pg. 3)
 - Stephanie Meredith, CETL Committee
5. Sub-Committee Summaries/Information:
 - Senate Executive Committee meeting summary, Oct. 19, 2023 (pg. 7-8)
6. Approval of the Consent Calendar
 - I. Congratulations to all the new Senator and Department Chair winners.
 - II. **Motion** to approve the consent calendar by Erica Seubert, seconded by Gary Quire. Rebecca Shepherd proxy for Victoria Leonard (yes , vote). Unanimous. Approved

Academic Senate Summary, March 21, 2024 (pg. 4-6)	<u>Senate Elections/Nomination Results:</u> <ul style="list-style-type: none"> • Department Chair Elections Results 2-year Terms (2024-2026) (pg. 9-11) • Academic Senate School Division Senators (2024-2026) (pg. 12) • Curriculum Committee Representatives (2024-2026) (pg. 13)
Curriculum Committee Summary, March 28, 2024	

J. Reports

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

1. CASL Committee Annual Chair Report, Mary Powell & Sab Matsumoto (pg. 14-19)
 - I. The CASL Committee has been working with various departments and programs on SLO’s, iSLO’s, assessment and program mapping. Data can now be disaggregated by 6 different modalities. The committee has three vacancies, Garrett Rieck will serve as the rep for PPL next year. Special thanks to Mary, Sab and Evis Wilson for all their work behind the scenes.
2. Academic Senate Presidents Report, David Andrus
 - I. This report was removed from the approved agenda due to David's absence.
3. Vice Presidents Report, Lisa Hooper
 - I. **BOT meeting:** Lisa attended the last BOT meeting and presented on all the work of the Senate despite the challenges with the legislature. The BOT had some questions about AI and this will be part of a future discussion.
 - II. **Climate Survey:** The survey deadline is Monday, April 15th. There is an effort to increase participation, as many surveys are in progress and not completed. An RP group was hired and given a list of all staff, faculty and administrators. An instrument was developed and this should generate meaningful data.
 - III. **Committees Meeting Dates/Times:** A list of Senate standing committees that includes meeting dates/times will be shared soon. This will help to inform faculty who want to get involved with committees. Collegial Consultation Committees meeting dates/times will also be collected.
 - IV. **Faculty in the Spotlight:** The next event is for Tuesday, April 30th and will be hosted in

the MEA studio, Mentry 315 with Austin Dave. The event will host Robert Dos Remedios and will be live streamed. The room only holds 14 people. Friends and family will be invited to attend in person, everyone else is encouraged to attend in zoom.

- V. **Office lottery:** Due to the SERP being extended to April 29th the office lottery will take place after May 1st. Some offices were audited to determine if they needed new furniture. Purchasing provided a 12-16-week window to order. There will be two office rounds and a list of restricted offices. There are still efforts being made to cluster offices by discipline.

K. Action Items

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

1. At-Large Senator Vacancy (Jennifer Paris effective Fall 2024), David Andrus
 - I. Jennifer Paris will be the new SBS senator for the new academic year and there is now an At-Large vacancy effective fall, 2024 that needs to be recognized.
 - II. **Motion** to approve the At-Large Senator Vacancy by Rebecca Shepherd, seconded by David Brill. Rebecca Shepherd proxy for Victoria Leonard (yes, vote). Unanimous. Approved
2. Request to Appoint At-Large Senator Vacancy, David Andrus
 - I. This request to allow the Senate President to appoint a faculty member to this vacancy.
 - II. **Motion** to approve the Request to Appoint an At-Large Senator Vacancy by David Pevsner, seconded by Lauren Rome. Rebecca Shepherd proxy for Victoria Leonard (yes, vote). Unanimous. Approved
3. Faculty Office Procedures, David Andrus
 - I. Academic Senate Procedures for Full-time Faculty Office Assignment (pg. 20-28)
 - II. Business Services Desk Procedure (*information only*) (pg. 29-32)
 - A 100 square ft. standard was included for single offices. There was a request to add to temporary office spaces a docking station, monitor, power cord, a wireless keyboard and mouse for faculty working off of laptops. An updated list of restricted offices will be finalized. Some offices need a lockable door from the inside.
 - **Motion** to approve the Faculty Office Procedures by Mike Harutunian, seconded by Garrett Rieck. Rebecca Shepherd proxy for Victoria Leonard (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. [Web Design/Server Update](#), Hsiawen Hull & David Andrus (pg. 33)
 - I. The district reviewed three different CMS companies and Hannon Hill will be the new system. OU Campus will turn off on July 1st and the new system will turn on July 2nd. Training will be scheduled soon. All current content will migrate over with the redesign completed by spring 2025. The functionality on mobile devices will be looked at. There was a request to have David Andrus continue to serve on the Web Committee.
2. Climate Survey Q&A, David Andrus
 - I. The survey is anonymous and is being run by an outside agency. All are encouraged to take the survey. The results will be shared campus wide with all employee groups. If anyone runs into any technical issues with the survey they can contact the agency representative. The deadline to complete the survey is Monday, April 15th at 5 pm.
3. Academic Calendar for the 2026/27, David Andrus & Dr. Jasmine Ruys
 - Traditional – No Fall Break 2026/27 Academic Calendar (pg. 34-35)

- Early Start Fall Break 2026/27 Academic Calendar (pg. 36-37)
- Fall Break Consideration for Academic Senate (pg. 38-39)
 - The school of MSE, Applied Tech, Kinesiology, Student Services and the Business Department are concerned about having student's lose momentum, overlapping the fall break with FLEX week, starting a week early in August with the hot weather and adjuncts' conflicting schedules at other schools. None of the other 115 CCC's offer a fall break. Could 3 days off be added during Thanksgiving?
- 4. Proctoring: COR & Academic Freedom Discussion, David Andrus (pg. 40-41)
 - I. This item was removed from the approved agenda due to David's absence.
- 5. [ASCCC Spring 2024 Plenary Resolutions](#), David Andrus (link)
 - I. There is an AI Resolution included which would add minimum qualifications to this new discipline. Lisa will be attending the Spring 2024 Plenary Session and will be voting on Saturday. Please reach out to Lisa if anyone has any input.

M. Unfinished Business

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

1. CTE Toolkit
2. Senate Policy on Web Enhancement
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
4. IRC Discussion - Automated Book Adoptions
5. DEIA Faculty Evaluations Taskforce

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. Staff Training for Classified Absences
3. Artificial Intelligence Resolution and/or Policy
4. Election Committee Processes Update

O. Announcements

1. Next Academic Senate Meeting Dates Spring 2024: April 25th; May 9th; May 23rd
2. 2024 ASCCC Spring Plenary Session: April 18th – 20th, San Jose Marriot, San Jose, CA.
3. Local Faculty Award Nomination Deadline: April 28th by 5:00 pm.
4. 2024 ASCCC CTE Regional Consortium: May 3rd, Los Angeles, CA. area
5. 2024 ASCCC Faculty Leadership Institute: June 20th – 22nd, Location TBD
6. 2024 ASCCC Curriculum Institute (Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!):
July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

P. Adjournment: 5:04 pm.

Dear Colleagues,

The election for the three Adjunct Senator positions has closed and the results are in. Congratulations to Linda Beauregard-Vasquez, Lauren Rome and Todd Fatta who will serve as your Adjunct Senators for the next term pending Senate approval of the results.

Academic Senate Adjunct Senators

Two-year term to be held from 7/1/24 – 6/30/26

Adjunct Senators (3 positions)
Linda Beauregard-Vasquez
Lauren Rome
Todd Fatta

Thank you, everyone, for participating in this important election.

*This email is being sent to Adjunct Faculty and Instructional Deans

COC Senate Elections Committee
Dustin Silva
Karyl Kicenski

College of the Canyons
Academic Calendar – 2026/27

No fall break

Fall 2026

Month	Event	Date
August	Professional Development Week (FLEX, Employees Only)	August 14-20 (Friday – Thursday)
	Mandatory Opening Day (Employees Only)	August 21 (Friday)
	First Day of Fall Semester	August 24 (Monday)
September	Labor Day Holiday	September 7 (Monday)
November	Veterans Day Holiday Observed and Actual	November 11 (Wednesday) November 26- 29 (Thursday – Sunday)
	December	Last Day of Fall Semester Campus Closed

Winter 2027

Month	Event	Date
January	New Year’s Holiday	January 1 (Friday)
	First Day of Winter Term	January 4 (Monday)
	Martin Luther King Holiday	January 18 (Monday)
February	Professional Development Week (FLEX, Employees Only)	February 1-5 (Monday to Friday)
	Last Day of Winter Term	February 6 (Saturday - 5 weeks)

Spring 2027

Month	Event	Date
February	First Day of Spring Semester	February 8 (Monday)
	Lincoln/Washington Holidays	February 12-15 (Friday to Monday)
April	Spring Break	April 5-11 (Monday – Sunday)
May	Memorial Day	May 31 (Monday)
June	Last Day of Spring Semester	June 3 (Thursday)
	Commencement Ceremony	June 4 (Friday)

Summer 2027

Month	Event	Date
June	Start of Summer Term	June 7 (Monday)
July	Juneteenth	June 18-19 (Friday – Saturday) July 4-5 (Sunday - Monday)
	August	Last possible day of Summer

Academic Calendar



2026

▲ Holiday
■ Important Date

2027

JULY

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July 3-4
Independence

August 14-20
Professional Development
Week (FLEX, Employees Only)

August 21
Mandatory Opening
Day (Employees Only)

August 24
First Day of Fall Semester

September 7
Labor Day

November 11
Veterans Day Holiday
Observed
November 26-29
Thanksgiving Day Holidays

December 12
Last Day of Fall Semester
December TBD
Campus Closed for
Holiday Break

*Holiday Dates Pending



January 1
New Year's Holiday
January 4
First Day of Winter Term
January 18
Martin Luther King

February 1-5
Professional Development Week
(FLEX Employees Only)

February 6
Last Day of Winter Term

February 8
First Day of Spring Semester

February 12-15
Lincoln/Washington
Holidays

April 5-11
Spring

May 31
Memorial

June 3
Last Day of Spring Semester
June 4
Commencement Ceremony
June 7
Start of Summer Session
June 18-19
Juneteenth

Next Year Preview:
July 4-5 Independence Day
August 14 Last Day Summer Term

JANUARY

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FEBRUARY

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College of the Canyons
Academic Calendar – 2026/27

Early Start Model with Fall Break

Fall 2026

Month	Event	Date
August	Professional Development Week (FLEX, Employees Only)	August 7-13 (Friday – Thursday)
	Mandatory Opening Day (Employees Only)	August 14 (Friday)
	First Day of Fall Semester	August 17 (Monday)
September	Labor Day Holiday	September 7 (Monday)
October	Fall Break	October 12-18 (Monday – Sunday)
November	Veterans Day Holiday Observed and Actual	November 11 (Wednesday)
	Thanksgiving Day Holidays	November 26- 29 (Thursday – Sunday)
December	Last Day of Fall Semester	December 12 (Saturday)
	Campus Closed	TBD

Winter 2027

Month	Event	Date
January	New Year’s Holiday	January 1 (Friday)
	First Day of Winter Term	January 4 (Monday)
	Martin Luther King Holiday	January 18 (Monday)
February	Professional Development Week (FLEX, Employees Only)	February 1-5 (Monday to Friday)
	Last Day of Winter Term	February 6 (Saturday - 5 weeks)

Spring 2027

Month	Event	Date
February	First Day of Spring Semester	February 8 (Monday)
	Lincoln/Washington Holidays	February 12-15 (Friday to Monday)
April	Spring Break	April 5-11 (Monday – Sunday)
May	Memorial Day	May 31 (Monday)
June	Last Day of Spring Semester	June 3 (Thursday)
	Commencement Ceremony	June 4 (Friday)

Summer 2027

Month	Event	Date
June	Start of Summer Term	June 7 (Monday)
	Juneteenth	June 18-19 (Friday – Saturday)
July	Independence Day	July 4-5 (Sunday - Monday)
August	Last possible day of Summer Session	August 14 (Saturday)

Academic Calendar

Early Start Option With Fall Break

Holiday
Important Date
July 3-4
Independence

2026

JULY

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August 7-13
Professional Development
Week (FLEX, Employees Only)
August 14
Mandatory Opening
Day (Employees Only)
August 17
First Day of Fall Semester
September 7
Labor Day

October 12-18
Fall Break

November 11
Veterans Day Holiday
Observed
November 26-29

December 12
Last Day of Fall Semester
December TBD
Campus Closed for
Holiday Break

January 1
New Year's Holiday
January 4
First Day of Winter Term
January 18
Martin Luther King

February 1-5
Professional Development
Week (FLEX Employees
Only) February 6
Last Day of Winter Term
February 8
First Day of Spring
Semester February 12-15
Lincoln/Washington
Holidays

April 5-11
Spring Break

May 31
Memorial Day

June 3
Last Day of Spring Semester
June 4
Commencement Ceremony
June 7
Start of Summer Session
June 18-19
Juneteenth

2027

JANUARY

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*Holiday Dates Pending

Next Year Preview:
July 4-5 Independence Day
August 14 Last Day Summer Term

Fall Break Academic Calendar

The Calendar Committee is contemplating the introduction of a fall break starting in the 2026- 2027 academic year. This consideration is based on feedback from a Spring 2023 survey distributed to students, faculty, staff, and administrators. To accommodate this proposed break, adjustments to the fall term schedule would be necessary.

Include a Fall Break - Starting the Term Earlier

Flex Week: Scheduled for August 7-13, leading into the term.

Opening Day: Set for August 14

First Day of Fall Term: Begins earlier on August 17, adjusting the calendar forward.

Fall Break: Planned for October 12-18, placed after the eighth week.

End of Term: Remains unchanged and concludes on December 12, allowing about 7-8 business days for processing grades, standings, and issuing transcripts before the winter break.

Key Considerations

The following considerations were brought up by the members of the Academic Calendar Committee.

- The addition of a fall break will extend the fall term to 17 weeks, incorporating a one- week break after the eighth week of classes.
- Concerns for students taking a break in the middle of the semester (like in spring) leads to a loss of momentum and memory of the class prior the break.
- Adding a fall break provides time between two 8-week class sessions, allowing faculty and students to reset between the 8-week class sessions.
- Starting earlier could cause an overlap for some faculty that may be teaching summer classes during the fall flex week. This is done in the winter now for the spring flex.

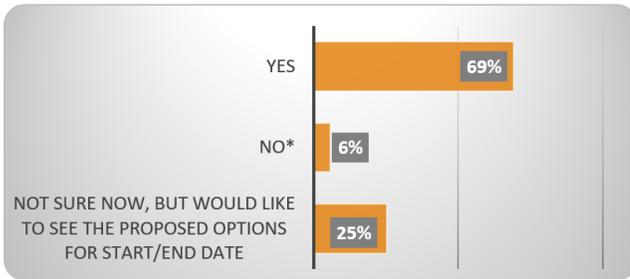
Survey Outcomes from Spring 2023

Of the 1,297 students surveyed, 69% indicated they would like to have a fall break. Of the 69%, most students (48%) wanted to start the fall term earlier to accommodate the fall break.

Of the 504 faculty, staff, and administrators surveyed, 39% indicated they would like to have a fall break. Of the 39%, most faculty, staff, and administrators (37%) wanted to start the fall term earlier to accommodate the fall break.

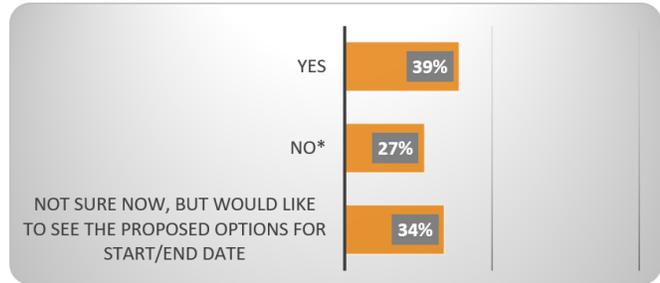
Students

1,297 respondents

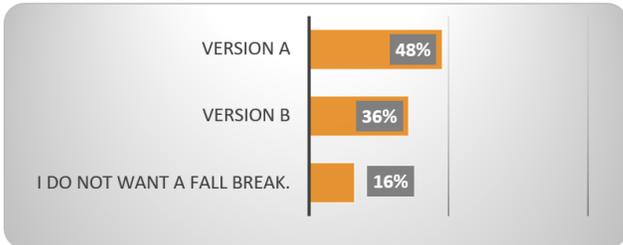


Faculty/ Staff Overall

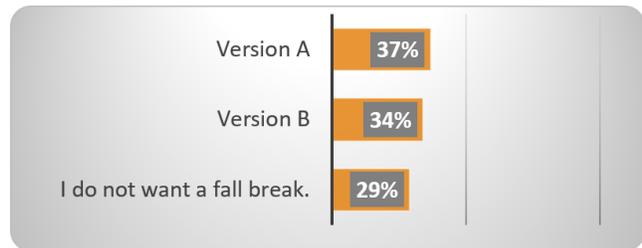
504 respondents



1,090 respondents



337 respondents



*Respondents indicating that they do not want a fall break were not asked the follow-up question regarding which version they prefer.

Version A = Start the term one week earlier to accommodate the fall break.

Version B = End the term one week later to accommodate the fall break.



AP 4103 Work Experience Education

References:

Title 5 Sections 55250 et seq.

The District shall offer Work Experience (WE) opportunities for students during all terms. The District and faculty play a role in ensuring students have met the educational and legal requirements for credit. Employers/supervisors provide experience in various sectors allowing for career development and exploration. The District shall offer WE courses to students from employers who extend paid or unpaid internships that allows for career development and exploration. The District shall offer both General and Occupational WE courses.

1. Definitions

- A. Work Experience Education (WEE) is the department for the District's internship program.
- B. Work Experience (WE) is the course taught depending upon the type of internship whether general or occupational.
- C. General WE courses are those that afford the opportunity to develop desirable work habits, attitudes and career awareness as well as potentially apply knowledge and skills gained in the area of study from college courses or career exploration in an actual work setting.
- D. Occupational WE courses are those that afford the opportunity to apply knowledge and skills gained in a particular curricular area from college courses or career exploration in an actual work setting.
- E. Workplace Project Agreement is a legal document reflecting the internship experience among the District, student, and Employer/Supervisor.
- F. Employer/Supervisor is the individual responsible for the student at the internship site.
- G. Internship site is the location where the internship takes place, whether in person or remote.

2. In offering WE courses, the respective responsibilities shall be:

A. District:

- i. to supervise students while the student is engaged in activities related to completing course work.
- ii. to provide worker's compensation benefits for unpaid internships.

B. Faculty:

- i. to mentor students in the process of creating a draft learning project for Employer/Supervisor to review.
- ii. to meet with Employers/Supervisors via phone, video conferencing, email, or in-person to review students' progress and performance at the internship site.
- iii. to evaluate students' compliance with and progress toward meeting WE requirements.
- iv. to provide students' records relating to internships to the Internship office for scanning and storing.

C. Student:

- i. to work the required number of hours based on the number of units enrolled. Hours must be completed by the end of the term enrolled and documented on a WE timesheet.
- ii. to complete a learning project and other WE requirements.
- iii. to document the workplace learning project on the Workplace Project Agreement, present to the Employer/Supervisor for review and signature, and turn the form into the faculty for review and signature.

D. Employer/Supervisor:

- i. to supervise the student in performance of internship work and assignments while the student is working as an intern.
- ii. to make sufficient hours available for the student to complete their hours during the term.
- iii. to provide worker's compensation and/or liability insurance for students enrolled in a paid internship.
- iv. to collaborate with the student in selecting a meaningful learning project with a measurable objective.
- v. to review and sign the Workplace Project Agreement form.
- vi. to provide adequate facilities, equipment, and materials to achieve the students' learning objectives.
- vii. to follow all laws and legal requirements related to employment and those prohibiting discrimination and harassment.
- viii. to consult with the WE faculty to discuss the student's progress.
- ix. to sign a WE time sheet provided by the student, validate hours worked, and progress on the learning objective.

3. The District shall provide guidance services for students during enrollment in WE courses. In addition to college-wide guidance services available to all students, a WEE website, online pre-enrollment orientation, and staff shall be available to WE students.

4. The District shall assign sufficient instructional or other personnel to direct the program and provide other required District services. The District may utilize full-time and adjunct faculty to maintain appropriate student-teacher ratios, where 125 students enrolled in WE is considered a full

time teaching load. In addition, the District shall assign classified staff or part-time staff to assist WEE faculty with record keeping, internship recruitment, pre-enrollment services, and student file management requirements.

5. The District shall assess student progress in WE courses through written, measurable learning objectives and outcomes. The student, WEE faculty, and Employer/Supervisor shall agree on a written measurable workplace project that reflects new or expanded job or career related responsibilities, which the student shall be required to complete by the end of the term.

6. The District shall provide opportunities for students to discuss their educational growth with the appropriate WE faculty and employer representatives at regular intervals within each term.

7. The District shall ensure WE faculty assign grades or other evaluative symbols to mark student achievement in WE courses, and award units of credit.

8. The District shall analyze disaggregated WE enrollment, persistence, and course success data related to certificate, degree and transfer attainment. Such disaggregations shall include, but are not limited to, student race/ethnicity, income status, gender, and accessibility status.

9. The District shall ensure adequate clerical and instructional services are available to facilitate the program.

10. The District shall ensure equitable access to work experience opportunities for underrepresented and socially disadvantaged students.

11. The District shall ensure retention of student records for each WE student:

- i. Workplace Project Agreement,
- ii. timesheet verifying time the student worked,
- iii. records of consultation with the Employer/Supervisor,
- iv. evaluation of student achievement of learning objectives by the WE faculty,
- v. progress on the learning project,
- vi. the work permit for minor students, and
- vii. records of the final grade.

Reviewed by:

ACADEMIC SENATE DISCUSSION ITEM

DISCUSSION ITEM TOPIC:

Proctoring: The COR and Academic Freedom

ISSUE/ITEM BACKGROUND:

During the 2023/24 academic year a proposal was discussed and eventually advanced to the curriculum committee from one of the academic departments to emphasize the need, and in fact requirement, of a minimum number of proctored exams for one or more of its courses. This requirement was intended to be listed in specific course outlines of record overseen by that department. The motivation for this initiative was to address growing concerns of academic dishonesty resulting from the online instructional environment.

Beginning in fall, 2023 the department chair began receiving input from the president of the academic senate and the chair of the curriculum committee. A complex set of conversations has taken place throughout the academic year that has included the CIO, an instructional Dean, the chair of the academic freedom committee, as well as the executive cabinet of the Academic Senate. The leadership of the department in question acted with integrity and good faith as they advanced their department's interests. The department chair took considerable direction from campus leaders. There was a departmental majority in favor of this initiative, but not a consensus.

Those departmental members in opposition to the department's proctoring initiative sought counsel from many of the same campus leaders. While the specific details of all related conversations are not necessary for dissemination, what is necessary is a discussion at the Senate regarding this matter. This discussion topic was referred to the Academic Senate by the Curriculum Committee and was requested by the CIO. It is believed that the larger governance issues, coupled with the issue of academic freedom, renders this matter most appropriate for the Academic Senate to address publicly.

ISSUE(s) TO BE DISCUSSED and/or ADOPTED:

1. Proctoring as related to academic freedom.
2. Proctoring as related to Title 5 Section #55002(a)(3)
3. E-proctoring

RELATED MATTERS TO CONSIDER:

-Academic Integrity

ACADEMIC SENATE DISCUSSION ITEM

- Fully Online with Flexible In-Person Assessment (FOIA) - Distance Learning Addendum)
- Future Proctoring Efforts Statewide and Locally

REFERENCES:

[Title 5, CCR Section 55002\(a\)\(3\)](#)

Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.

[2017 ASCCC COR Curriculum Reference Guide](#)

[2019 ASCCC Support for New Distance Education Definitions Resolution](#)

[2023 ASCCC Proctoring Network Resolution](#)