



## COLUMBIA COLLEGE ACADEMIC SENATE MINUTES

October 30, 2015

Manzanita Conference Room 243

2:30-4:30pm

**Senate Council Members:** Wendy Griffiths-Bender, Erin Naegle, Ted Hamilton, Tim Elizondo, Kathy Schultz, Don Smith

### **Senate Members:**

**Present:**  Ted Hamilton,  Raelene Juarez,  Anne Cavagnaro,  Wendy Griffiths-Bender,  Joe Ryan,  Mike Torok,  Micha Miller,  Rob Hoyt,  Elizabeth Pflieger,  Erin Naegle\*,  Lahna VonEpps,  Laurie Sylwester,  Melissa Colón,  Kirsten Miller,  Jeff Fitzwater,  Meryl Soto,  Rick Rivera,  Jim Toner,  Thomas Newell\*,  Jim Retemeyer,  Joe Manlove,  Alicia Kolstad,  Lindsay Laney,  Maryl Landess,  Karin Rodts,  Matthew Fox,  Gene Womble,  Tom Hofstra,  Sylvia Watterson,  Adrienne Seegers,  Pam Guerra-Schmidt,  Don Smith,  Tom Johnson,  Ida Ponder,  Randy Barton,  Tim Elizondo,  Craig Johnston,  Laureen Campana,  Kathy Schultz,  Paula Clarke,  Kath Christensen,  Steve Christenson,  Tina Trolier,  Derrick Wydick

**Guests:** Michelle Christopherson, MJC

\*Arrived after I, approval of amended agenda

**Recorder:** Abby Sunday

### **I. CALL TO ORDER:**

- 2:43pm

### **II. APPROVAL OF THE MINUTES:** September 25, 2015

**Action:** Move to approve the minutes as submitted from September 25, 2015 **M/S/P**  
(Hamilton/Ryan/ Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pflieger, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo)

### **III. INFORMATION ITEMS:**

AAC Online Tutoring Information- Lindsay Laney

- OEI has been offering free online tutoring.
- Standard Rules of Engagement- This will be for students who do not have access to tutoring during the open hours.

- Would like to expand our tutors onto online, but need to wait until we find out what is working and not working currently with OEI. Not many students are using the OEI tutoring at this moment.
- Will the online tutoring be eligible to collect apportionment? Lindsay does not believe so as it does not comply with the Title V regulations.
- November 20, 2015 AAC will have a workshop from 11-1:00pm.

#### IV. ACTION & DISCUSSION ITEMS:

##### A. Vote for Joint Adoption Resolution for CANVAS - Melissa Colón

- MJC has adopted this joint resolution and is moving forward very quickly with the OEI
- Four online courses that will be participating in the OEI in the Spring.
- Would start training in the Spring to teach in the Summer. By Fall 2017 we will be exclusively teaching in CANVAS.
- If you would like to have a developmental shell contact Melissa and she can set it up.

**Action:** Move to adopt the joint resolution for CANVAS as the course management system for YCCD M/S/P (Schultz/Landess/Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pflieger, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

##### B. Second Reading of Minimum Course Enrollment Resolution- Don Smith

- Adding MJC's second whereas

**Action:** Motion to amend the resolution to include MJC's second whereas M/S/P (Elizondo/Hamilton/Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pflieger, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

- Adding collaboration with YFA

**Action:** Motion to amend the resolution to include working collaboratively with the VPSL office, YFA, Senate Council and Committee M/S/P (Elizondo/Schultz/Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pflieger, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

- The Enrollment Management Committee will be changing hands to Dr. Brian Sanders Interim VP of Administrative Services.

- Replace the “should be” to “shall be reported back in writing to the Academic Senate before work begins on a revised document”

**Action:** Motion to amend the resolution to include “Recommendations of Enrollment Management Committee shall be reported back in writing to the Academic Senate before work begins on a revised document” **M/S/P** (Hamilton/Ryan/Ted Hamilton, Paula Clarke, Micha Miller, Elizabeth Pfleging, Erin Naegle, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Maryl Landess, Matthew Fox, Don Smith, Kathy Schultz, Kath Christensen, Sylvia Watterson, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

**Action:** Move to adopt the second reading of Minimum Course Enrollment Resolution as amended **M/S/P** (Schultz/Landess/ Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pfleging, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

### **C. Second Reading of Online PDF Schedule- Ida Ponder**

- A pdf of the schedule may not be available due to technical limitations.
- Intent is the same regardless of the technical limitations, we should move forward.

**Action:** Move to accept the second reading of the Online PDF Schedule Resolution **M/S/P** (Landess/Hamilton/Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pfleging, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

### **D. Constitution Updates- Maryl Landess**

- Currently we do not have this in the catalog.
- Adding to Article III-G- “The Yosemite Faculty Association Vice-President for Columbia College shall act as YFA liaison to the Academic Senate Council, the Academic Senate-of-the-Whole and the College Council.”
- Bylaw addition “If the Past President is unable to serve, the Academic Senate President may appoint any former Past President subject to approval by the Senate Council.”
- Amendment to Bylaw #17 to read- “Resignations or requests for leaves of absence from an office must be submitted in writing to the Academic Senate Council. In the event of resignation or leave of absence of any officer (with the exception of the President, **Past President** and adjunct representatives), the President shall call a special election to fill the

unexpired term of office.”

- Will put out a paper ballot that will require a signature. We will need a 2/3 vote to adopt. Will look at all three additions individually, and vote separately.
- Results will be given by November 20, 2015 at the next Academic Senate meeting.

**E. Accreditation Co-Chair- Wendy Griffiths-Bender**

- Going to hire someone to lead accreditation. We need someone dedicated to the task.
- 20% reassigned in the Spring 2016. Move to 40% in Fall 2016 and 60% in the Spring of 2017.
- Want to make sure if this person is working in the summer that they are compensated at their instructional rate.

**Action:** Move adoption the job description for Faculty Accreditation Co-Chair **M/S/P** (Landess/Hamilton/Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pflieger, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

**F. Student Learning Outcomes (SLO) Coordinator/Mentor Position- Wendy Griffiths-Bender**

- Coordinator will receive 40% reassigned time and the two mentors will each receive 15% reassigned time.
- Add to the description “regional and statewide conferences” that will be needed to keep in touch with the regular changes in accreditation.
- Asking that this person is a liaison with the curriculum committee. Will be working with faculty as SLO’s will be required to be on the COR.
- Duties state: “The person will sit on College Council” That line will need to be removed as the Senate cannot appoint the coordinator to College Council.

**Action:** Move to accept SLO job description as amended **M/S/P** (Hamilton/Smith/Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pflieger, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

**G. GE Pattern Modification Resolution- Kathy Schultz**

- ANTHR 14 should read ANTHR 1 with a 4 superscript, the fourth note will be used to satisfy area B2 or D1, but not both. Same thing is true in area C.
- Formatting and catalog issues will be taken care of post meeting.
- Will be doing away with ASOE’s. Faculty will have to make a decision of

which degree they will want to go with.

- Our AA/AS degrees do not transfer. Our local degrees are still terminal degrees. AA vs ASOE will be adjusted and revised for the catalog.
- Counselors encourage students to take American Ideals. IGETC pathway has area 7 which states it is a CSU requirement. CSU will not give up the speech class, students must have a speech course to transfer.
- UC's do not require American Ideals.
- All courses have CSU/UC transfer requirements listed in the catalog.
- According to area B a person can get a degree from CC without ever taking a ? class if a student passes the AP exam with a 3. There are writing requirements on the AP. Concern that we are going to grant a college degree without a writing requirement?
- Counselors commented that the percentage of students that come in with high AP exam scores is very low.
- If our current writing requirement is good enough for UC's and CSU's why would we require a more rigorous writing requirement?
- Our catalog was out of compliance for years by prescribing what students must take. CSU does not stipulate what courses students must take in their general ed. MJC asks for 3 courses from 2 separate disciplines in Area D.
- Standard AA/AS degrees awarded in Spring 2015 was 122 awards, non-duplicated. 60% of students did meet CSU/UC transfer requirements.
- Diana is preparing data that will show over the past 7 years what courses are actually being taken in areas A-E.
- The only change to an ASOE for general education would be 1 course from Area D and 1 course from Area E. Students will have more electives. Activity courses do not apply to transfer requirements.

**Action:** Move to accept the GE Pattern Modification Resolution **M/S/P** (Landess/Naegle/Ted Hamilton, Paula Clarke, Micha Miller, Lahna VonEpps, Melissa Colón, Kirsten Miller, Jeff Fitzwater, Joe Manlove, Matthew Fox, Sylvia Watterson, Kathy Schultz, Kath Christensen, Elizabeth Pflieger, Maryl Landess, Don Smith, Joe Ryan, Lindsay Laney, Tom Johnson, Tina Trolier, Derrick Wydick, Tim Elizondo, Erin Naegle, Thomas Newell

#### **H. SLO's on Course Syllabi- Kathy Schultz**

- Standard II-III B is extremely clear that SLO's will be included the COR as well as in the syllabus. Every syllabus must have SLO's on them, and they will be the same SLO's that are on the COR.
- Curriculum committee will look for the SLO's on the COR, but will have nothing to do with the assessment or analysis.
- Will possibly be asking to have a contracted person enter the data of copy and pasting into the new tool.
- SLO mentors will be working with adjuncts to get these onto the syllabus and COR.

#### **I. Curriculum Expedite Process- Kathy Schultz**

- If GE pattern is approved at the next meeting, it will go to College Council

and then the Board meeting.

- Will be a batch of curriculum that will need to go through to be correct in the catalog. This will be out of the normal timeline of the catalog and we will need a process to expedite these programs and courses.
- Absolutely essential that the 2 year plan makes it into the catalog.
- Erin and Wendy will bring the 2 year plan concern to Angie and Leslie.

**J. Faculty Scholarship Inquiry Committee Update- Lahna VonEpps**

- Asking the body if there are changes that need to be made to the current resolution.
- Last year 8 out of 9 students were awarded. They got a plaque, but no money. That was not the direction the committee was intending to go.
- Will bring back a revised document and update the current standing resolution.
- Suggestion to do a survey monkey to get some feedback from faculty of how the process should move forward from this point.

**K. Free Parking Permits for staff and/or students- Sylvia Watterson**

- Free parking pass if you car pool listed in Article 33 of the faculty contract. There would be options for people (faculty and/or adjuncts) who ride the bus.
- Would like to educate constituents and remind them that they have this option.

**V. REPORTS:** Reports A-D will be given in the November newsletter

~~A. President's Report - Wendy Griffiths Bender~~

~~B. President Elect - Erin Naegle~~

~~C. College Council - Don Smith~~

~~D. Curriculum - Kathy Schultz~~

\*Tina, Tom J, Derrick, and Jeff F leave @ 4:15pm

F. Michelle Christopherson-

- District Council is going to have a strategic planning meeting 12/16/15 in Oakdale and can bring 2 people. Would like to have a Math or Econ teacher involved.
- Board meeting presentation was great with the cadets and everyone enjoyed it. Encouraging groups to participate and show the Board what we do.

**ADJOURNMENT:** 4:40pm VonEpps/Manlove

Next Full Senate Meeting November 20, 2015 in **Manzanita Conference Room 243**, 2:30-4:30pm

YFA meeting immediately followed with the following points of note:

- Responsible Employee Policy- not in practice yet, will be implemented in January 2016. There will be 15 different types of crimes that we will be asked to report on.
- Presentation given by John Black in the fall did not include alcohol violations, drug violations and theft. These are all things that will be included in this policy.
- Would like to increase our YFA visibility. There are 2 at-large positions open to be filled. Please contact Tim if interested.
- District wants to have SLO's in evaluations.
- Noticing that there is difficulty in communicating with administration, both from YFA and faculty as well. Due to limited availability of administration, more provocative questions are being asked in College Council.



**Modesto Junior College  
Academic Senate**

**Columbia College  
Academic Senate**

## **Joint Resolution With the Academic Senates of Columbia College and Modesto Junior College in Support of Adopting Canvas as the Course Management System for YCCD**

- Proposed by: The Distance Education Committees of Modesto Junior College and Columbia College.
- Whereas The California Community College Online Education Initiative (OEI) has created, for the first time, a system-wide consortium of online leaders and experts to implement standards and improve the experience and quality of online courses for students; and
- Whereas, Students and faculty have complained about Blackboard being difficult because Blackboard’s idiosyncrasies require current online instruction training to focus disproportionately on technology; and
- Whereas, Largely because of its intuitive interface, Canvas has been selected, after an exhaustingly thorough, intensive review process that included students, faculty, staff, and other experts throughout the state, as the recommended Course Management System (CMS) for California Community Colleges by the OEI; and
- Whereas, Faculty at MJC ran their own pilot with Canvas in 2012 and generally preferred Canvas to Blackboard. Students overwhelmingly preferred it to Blackboard (survey: <https://drive.google.com/file/d/0B740-F2hVSP2REtGWWNOWXNrSUK/view?usp=sharing>); and
- Whereas, Canvas has a “History of strong completion and success rate for students” (<https://ccconlineed.instructure.com/courses/90/pages/selection>); and
- Whereas, “Faculty user adoption rate at colleges [using Canvas] is significantly higher than other systems” (<https://ccconlineed.instructure.com/courses/90/pages/selection>); and



Whereas, Professional development opportunities will be provided to Canvas adopters at no cost to the college; and

Whereas, OEI and Canvas will help manage the migration process from Blackboard to Canvas; and

Whereas, Colleges that have adopted Canvas report significantly fewer support calls and less need for faculty CMS training; and

Whereas, Community colleges throughout California are moving to Canvas; and

Whereas, The contract with Canvas will allow all courses to have Canvas shells, as well as clubs, departments, and other college organizations; and

Whereas, Blackboard costs approximately \$120,000 per year. Canvas will be free at least through the 2018-2019 school year, saving the District approximately \$240,000.

Whereas, After 2019, the “OEI is optimistic that this level of support [i.e. free] will continue.” Even if Canvas is not free, the cost is expected not to exceed \$20,000 per year; and

Whereas, The next OEI Canvas conversion cohort begins January 2016. The current contract with Blackboard will expire in the summer of 2017, which makes spring 2016 a perfect time to join the Canvas cohort for the 18 month conversion cycle;

Therefore: Be it resolved, that the Academic Senates at Modesto Junior College and Columbia College support joining the Spring 2016 cohort of California Community Colleges that will be transitioning, over an 18 month period, to Canvas; and

Therefore: Be it further resolved, that in accordance with the ASCCC and the recommendation from the OEI, associated savings from the transition to Canvas stay within the DE program for projects such as providing Canvas training and compensated CMS transitional support, ensuring that all DE courses meet OEI standards such as Section 508 accessibility, and enhancing the DE programs at both colleges in order to help YCCD students succeed.

1 **Columbia College Academic Senate**  
2 **Resolution on “Guidelines for Minimum Course Enrollment” document**

3  
4 WHEREAS

5 the Academic Senate of Columbia College (ASCC) recognizes the importance of student success  
6 including program completion within a reasonable number of semesters as required by the  
7 Student Success Initiative goal: “Better alignment of course offerings and schedules  
8 based on students’ needs”;

9  
10 WHEREAS

11 the ASCC acknowledges the document entitled “Guidelines for Minimum Course Enrollment”  
12 located at [http://www.gocolumbia.edu/vp\\_student\\_learning/GuidelinesMinCourseEnr.pdf](http://www.gocolumbia.edu/vp_student_learning/GuidelinesMinCourseEnr.pdf) was  
13 negotiated and agreed upon by representatives of YFA and Columbia College Administration in  
14 Fall 2014;

15  
16 WHEREAS

17 Title V (5 CCR § 53200), clearly states that the Academic Senate has the responsibility to “make  
18 recommendations with respect to academic and professional matters” including Item 5  
19 “standards or policies regarding student preparation and success” and Item 10 “processes for  
20 institutional planning and budget development”;

21  
22 WHEREAS

23 the ASCC appreciates the guidance provided to students, faculty and staff by such a document;

24  
25 WHEREAS

26 the document “Guidelines for Minimum Course Enrollment” was issued without consultation  
27 with the Academic Senate in violation of the principles of collegial and transparent shared  
28 governance;

29  
30 WHEREAS

31 the document “Guidelines for Minimum Course Enrollment” was issued before results and  
32 recommendations were published from the ‘Enrollment Management Committee’ meetings and  
33 retreat in Spring 2015;

34  
35 WHEREAS

36 The date for class cancellation decisions for Spring 2016 is January 6, 2016;

37  
38 WHEREAS

39 the document “Guidelines for Minimum Course Enrollment” employs non-standard and unclear  
40 terminology such as “enforced prerequisite”, “major course” and “first course” along with an  
41 undefined relationship between two criteria (AND or OR): “With enforced prerequisite; major  
42 course(beyond first course)” and

43  
44 WHEREAS

45 future fiscal and other issues may require adjustment to the minimum values and other areas of  
46 Special Considerations in the document “Guidelines for Minimum Course Enrollment” and there  
47 are no guidelines provided to revisit and revise the document;

48

49 *be it therefore*

50

51 RESOLVED

52 that the AS and/or one of its Councils or Committees work collaboratively with the Office of the  
53 VPSL or other administration selected offices to draft a revised “Guidelines for Minimum  
54 Course Enrollment” document to be in place before class cancellations for Spring 2016 begin.

55

56 RESOLVED

57 that the results and recommendations of the Enrollment Management Committee should be  
58 published before work begins on a revised document.

Resolution F15\_\_A\_\_ - Online PDF Schedule of Classes

WHEREAS, Columbia College and Modesto Junior College are the only two community colleges in the state that do not have a PDF schedule of classes available on our websites, and

WHEREAS, Columbia College and Modesto Junior College 'Search for Classes' is very difficult to use on mobile devices, and not very intuitive, and

WHEREAS, the current 'Search for Classes' is not a workable solution for most disabled students, and

WHEREAS, the connectivity is not guaranteed for all students and perspective students, and

WHEREAS, although the list is printable it does not provide the course descriptions or instructions for students or perspective students on how to print the list, and

WHEREAS, perspective students may not know what to search for, they want to look through what is available, and

WHEREAS, the student handbook with the instructions on where to start our handed out to students and not perspective students, or in the community, and

WHEREAS, an online PDF would give students the options of saving to view later where they have no connectivity, or bookmarking pages for easy access, or printing part or all of the document, and

WHEREAS, Columbia College is trying to grow, and no online PDF schedule of classes hinders this effort, at reaching perspective students, and

THEREFORE BE IT RESOLVED that Columbia College's Faculty Senate want to have a PDF searchable schedule of classes on our websites every semester starting Spring 2016.

October 26, 2015

## **Amendments to Constitution and Bylaws**

As agreed at the February 27, 2015 Senate meeting and to be voted on with an upcoming paper ballot (2/3 approval required).

1. Add article III-G to Constitution (Article III describes duties of officers)

The Yosemite Faculty Association Vice-President for Columbia College shall act as YFA liaison to the Academic Senate Council, the Academic Senate-of-the-Whole and the College Council.

2. Addition to Bylaws

If the Past President is unable or unwilling to serve, the Academic Senate President may appoint any former Past President subject to approval by the Senate Council.

3. Amendment to Bylaws - #17 **Add bold print:**

Resignations or requests for leaves of absence from an office must be submitted in writing to the Academic Senate Council. In the event of resignation or leave of absence of any officer (with the exception of the President, **Past President** and adjunct representatives), the President shall call a special election to fill the unexpired term of office.

## Faculty Accreditation Co-Chair

### Job Description

**Description:** The Faculty Accreditation Co-Chair works in collaboration with the Vice President of Student Learning to lead the process of preparing the accreditation self-evaluation and is responsible for the timely production of the report, which must be completed and reviewed internally prior to its submission for approval by the Board of Trustees.

**Assignment:** This assignment comes with reassigned time or equivalent (stipend, banked leave, etc). Initial reassigned time is 0.2 FTE January 11 through June 30, 2016 with an anticipated increase to .4 FTE for the period July 1, 2016 through December 31, 2016 and to .6 FTE for the period January 9, 2017 until the report is submitted in October 2017 and the visit is concluded November 2017. Once the report has been submitted, reassigned time will be determined by the College President and Academic Senate President commensurate with identified need.

When compensated via stipend or banked leave, the assignment, or a portion of the assignment, is in addition to regularly contracted duties. In such cases the assignment is expected to be completed primarily outside of scheduled hours to the extent possible (exceptions include meetings, limited communication, etc). This assignment will require some availability during summer 2016 and summer 2017.

**Start and End Dates:** January 11, 2016 through December 2017. Continuation through the end of appointment is contingent upon satisfactory performance as documented in annual performance evaluations conducted by the Vice President of Instruction and Academic Senate President.

**Duties and Responsibilities:** The Faculty Accreditation Co-Chair partners with the V.P.S.L. and works collaboratively in leading the accreditation self-evaluation process in a thorough examination and evaluation of the college's policies and practices with regard to the accreditation standards. Columbia College is scheduled for its next accreditation site visit in October 2017. The visit is conducted by a team of community college faculty and administrators from other California community colleges on behalf of the Accrediting Commission for Community and Junior Colleges (ACCJC) in the Western Association of Schools and Colleges (WASC) region.

The responsibilities and job duties of the Faculty Accreditation Co-Chair are:

1. Attend relevant accreditation trainings, including the Accreditation Institute, February 19-20, 2016 in San Diego, CA.
2. Participate in a site visit to another ACCJC college in fall 2016 or spring 2017.
3. Plan and facilitate accreditation workshops for faculty, staff and students to inform, gather information, and seek feedback. These workshops will be held primarily in 2016 and early 2017.
4. Coordinate and oversee the production and completion of the self-evaluation report within the timeline established by the Accreditation Council. (See Accreditation Website)

5. Communicate regularly with college community, in conjunction with the V.P.S.L., on the progress of the self-evaluation and to receive input on the draft of the self-evaluation report.
6. Assist standard committee chairpersons by reviewing and editing each draft of the institutional response to a standard.
7. Work with the V.P.S.L., College Researcher, SLO Mentors/Coordinator and committee chairpersons to develop the Accreditation Planning Summary for each section of the standard.
8. Work with the V.P. S.L. and other college and district offices to assure the report responds to the standards and to ensure the timely completion of the self-evaluation report.
9. Assist the V.P.S.L. with preparing for the pre-visit and site visit by the visiting team.
10. Reports and works with the constituent groups. (Academic Senate, College Council, Classified Senate, etc.)
11. Serves on the Curriculum Committee as a non-voting member.

**Eligibility and Desired Qualifications:** The position is open to all faculty; however, a tenured faculty member is desired for this position. The successful candidate will demonstrate the following knowledge, skills and abilities:

- Knowledge and understanding of the ACCJC accreditation process and standards
- Possession of basic computer and technological skills
- Excellent organizational skills and strong attention to detail
- Ability to develop, organize, motivate and coordinate groups across the organization
- Ability to collect and organize data
- Ability to communicate effectively to various audiences, both in writing and verbally
- Ability to collaborate effectively with faculty, staff, administration and students
- Ability to synthesis the self-study submissions and to effectively write the report in one voice.

**Application Procedure:** Not Applicable -- Appointed and confirmed, November 2015.

## SLO Coordinator and Mentors

Proposed 40/15/15 split. (10% will come from Curriculum Mentor position as the coordinator will serve on Curriculum Committee as a resource) This is reassigned time.

### Support for SLO positions:

- 1) **SLO Workgroup:** comprised of senate leadership, classified staff, administration, Researcher, Faculty members- as well as SLO coordinator and mentors.
- 2) Administrative support: VPSL (the enforcer)
- 3) Tech Support: District
  - a. Elumen
- 4) Data
  - a. Researcher
- 5) **Tasks:**
  - A) Coordinator
    - Sits on Curriculum Committee as a resource to the Curriculum Committee.
    - Is a liaison between the SLO Workgroup and Faculty
    - Views and reviews 5 year reviews.
    - Assessment and Analysis
    - Conduit to Researcher and Tech Support
    - Committees:
      - i. Curriculum- course/program/GE/institution support
      - ii. College Council
      - iii. SLO Workgroup
    - Work on SLO's where there is no fulltime faculty
    - Work on SLO's with faculty
    - Attend and organize workshops and trainings.
    - Establish a process by which SLO's are regularly reviewed.
  - B) Mentors
    - Work on SLO's where there is no fulltime faculty
    - Work on SLO's with faculty
    - Attend and organize workshops and trainings
    - Support the Coordinator with tasks
  - C) Appointments of positions:
    - Appointments will be made by Senate Council.
    - Distribution of duties will be re-evaluated each year and positions will be evaluated by Senate Council.
    - Terms of Service is to serve one year with option to renew for another year given satisfactory evaluation.



## RESOLUTION FA2015 – ??

### Columbia College GE Pattern Modification

Where As, according to Title 5 §53200 of the California Education Code, the Academic Senate’s primary function is to make recommendations with respect to academic and professional matters, including curriculum and degree and certificate requirements, and

Where As, our local GE requirements are above and beyond what is required by Education Code and higher than many other community colleges, and

Where As, compared to our local cohort of community colleges, which includes Modesto Junior College, Delta College and Merced College, the Columbia College GE pattern requires considerably more units, and

Where As, the Academic Senate sees a benefit to implementing a GE pattern that is more similar to our sister college for students who may be attending classes on both campuses, and

Where As, we are the only community college in the state of California to offer an “ASOE” degree, and it is not recognized at the State Chancellor’s office as being different from a regular AA/AS, and

Where As, our multi-tiered system of AA/AS, ASOE is confusing to students, and

Where As, our goal is for our local Degrees to be completed within the 60 unit limit, similar to the State mandated limit on Transfer Degrees, and

Where As, new Financial Aid restrictions are in effect, and our higher GE requirements may put students at jeopardy of topping out in units eligible for Financial Aid,

Therefore, be it resolved,

That the Columbia College Academic Senate approve and adopt the updated local GE pattern effective with the 2016-2017 catalog, as shown in Attachment A.

Be it further resolved,

That the Columbia College Academic Senate approve and adopt the broader definition of Activity courses for our local Activity requirement effective with the 2016-2017 catalog, as shown in Attachment B.

First Reading:

Second Reading:



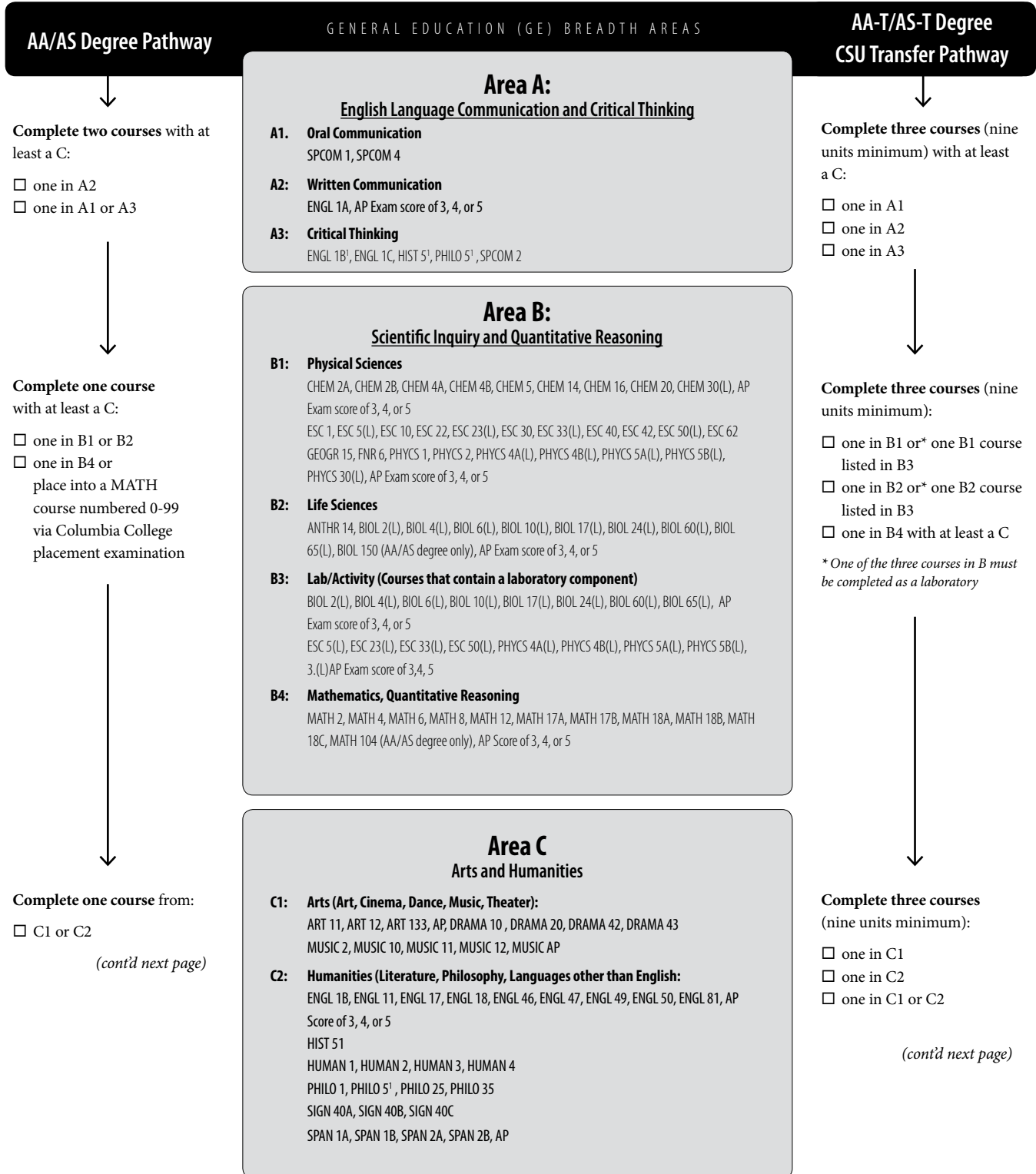
# General Education Breadth Requirements

FOR ASSOCIATE DEGREES, ASSOCIATE DEGREES FOR TRANSFER, AND TRANSFER TO CSU

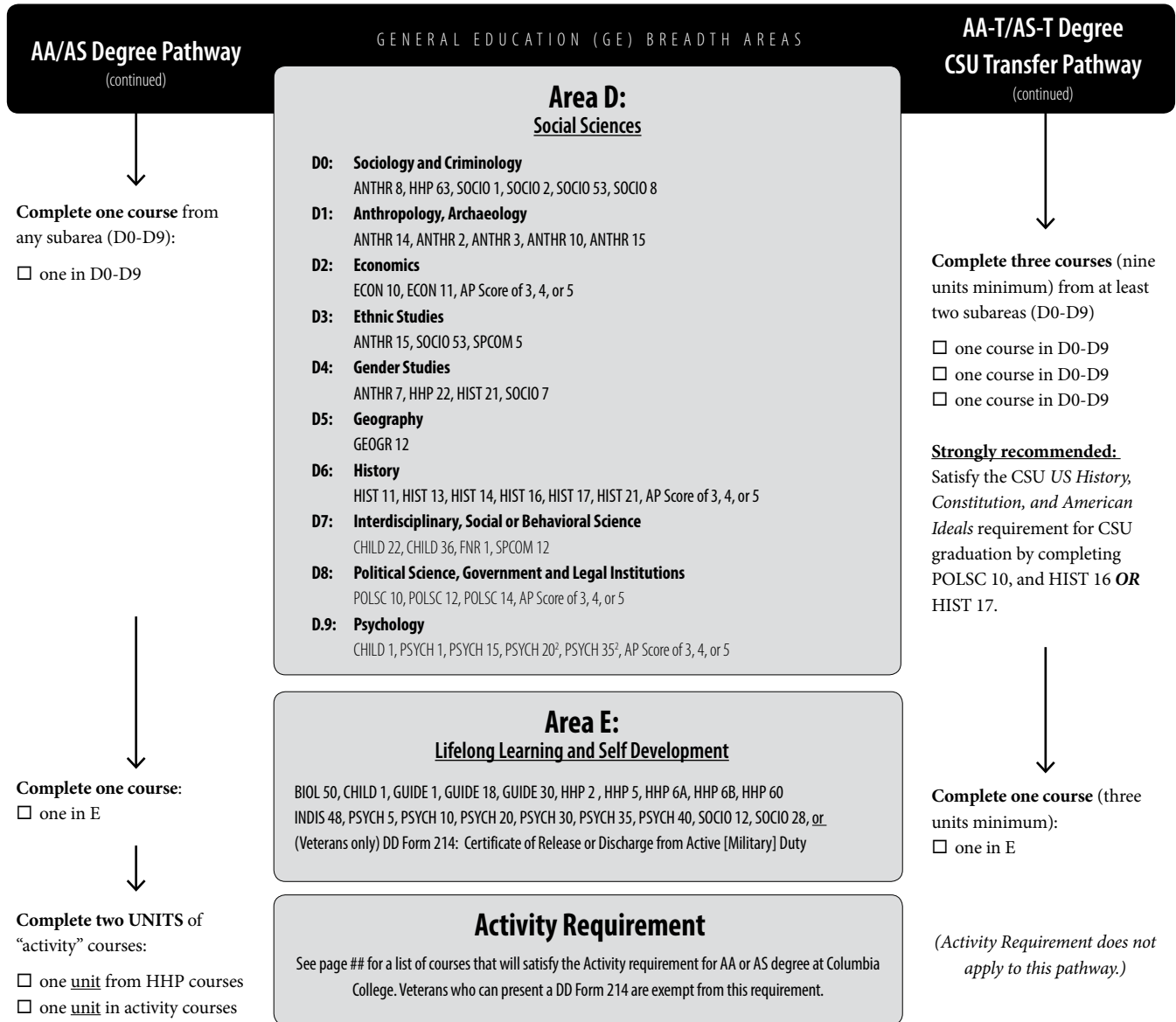


**DRAFT**

Meet with a counselor to ensure that your academic plan accurately and adequately supports your short and long-term educational goals.



**DRAFT**



REFERENCES

- <sup>1</sup> ENGL 1B, HIST 5, or PHILO 5 may satisfy Area A3 or Area C2, but not both.
- <sup>2</sup> CHILD 1, HHP 2, PSYCH 20 or PSYCH 35 may be used to satisfy Area D or Area E, but not both.
- <sup>3</sup> SOCIO 5 and ART 13 meet an Ethnic Studies Requirement for CSU(?).
- <sup>4</sup> ANTHR 1 may be used to satisfy either Area B2 or Area D1, but not both.

**To ensure CSU Transfer eligibility**

Students are required to apply for associate degrees and certificates of achievement. If you plan to transfer to a CSU after earning your associate degree, you must request *CSU General Education Breadth Certification* from the Admissions & Records Office. See pages 45-51 for additional information on Graduation and Transfer Requirements. **Credit for Advanced Placement (AP) Examinations**

Students who receive an AP exam score of 3, 4, or 5 may use those scores to satisfy specific GE breadth requirements where indicated. See pages 57-58 for Columbia College’s policy on application of credit from Advanced Placement (AP) examinations.

**U.S. History, Constitution and American Ideals Requirement**

This is a system-wide California State University graduation requirement. It is strongly recommended to blend the fulfillment of this requirement with classes chosen fulfill Area D General Education. HIST 16 or HIST 17, taken in conjunction with POLSC 10, satisfies Associate Degree and CSU requirements in United States History, Constitution, and American Ideals. Completion of HIST 16 and/or 17 in combination with MJC HIST 101 or MJC HIST 102 will not fulfill the requirement for CSU graduation.

## Attachment B

# Columbia College Activities Requirement for Associate Degrees

Students who plan to earn an associate's degree at CC must complete the Activities Requirement.\* By completing the Activities Requirement, students will participate in courses that demonstrate creativity, collaboration teamwork, and/or self-expression.

### Activities Requirement: Complete two (2) units with at least one unit from HHP Activity Courses

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ART 1 (1)	Basic Freehand Drawing	BIOL 158 (.5)	Birds of Central California	HHP Any One (1) Unit Activity Course
ART 2 (1)	Basic Color and Design	BUSAD 121 (1)	Adobe Acrobat Essentials	MUSIC 4A/B (1) Elementary Musicianship
ART 3 (1)	3-D Art and Design	CCTDM 28 (1)	Computer Video	MUSIC 5A/5B (1) Intermediate Musicianship
ART 9A (1)	Figure Drawing: Beginning	Production		MUSIC 31A/B (1) Elementary Piano
ART 9B (1)	Figure Drawing:	CCTDM 29 (1)	Advanced Video	MUSIC 36 (1) Elementary Voice
Intermediate		Production		MUSIC 37 (1) Advanced Elementary Voice
ART 21A (1)	Painting: Beginning	CCTDM 40 (1)	Computer Graphics and Animation	MUSIC 38 (1) Intermediate Voice
ART 21B (1)	Painting: Intermediate	CCTDM 41 (1)	Compositing for Motion Graphics	MUSIC 39 (1) Advanced Intermediate Voice
ART 23A (1)	Watercolor: Beginning	CCTDM 45 (1)	3D Modeling and Animation	MUSIC 41A/B (1) Intermediate Piano
ART 23B (1)	Water: Intermediate	CCTDM 50 (1)	Photo Editing for Digital and Print Publication	MUSIC 49 (1) Beginning Guitar
ART 25 (1)	Mixed Media Painting	CCTDM 51/ART 51 (1)	Publication Design I	MUSIC 51 – 56 (.5 each) Private Lessons
ART 31 (1)	Ceramics: Introductory	CCTDM 52/ART 52 (1)	Publication Design II	MUSIC 60 (1) College Choir
ART 32 (2)	Ceramics: Intermediate	CCTDM 53/ART 53 (1)	Computer Graphics I	MUSIC 64 (1) Jazz Choir
ART 33 (1)	Ceramics: Advanced	CCTDM 54/ART 54 (1)	Computer Graphics II	MUSIC 66 (1) Community Chorus
ART 35 (1)	Raku and Alternative Firing Methods	CHILD 16 (2)	Practicum	MUSIC 72 (1) Jazz Ensemble
ART 36 (.5)	Wheel-Thrown Ceramics	CHILD 116 (2)	Infant/Toddler Practicum	MUSIC 75 (1) Jazz Studies
ART 40 (1)	Photography: Beginning	DRAMA 22 (1)	Introduction to Reader's Theatre	MUSIC 76 (1) Community Orchestra
ART 41 (1)	Photography:	DRAMA 42 (1)	Acting Fundamentals	MUSIC 78 (1) Ensemble: Instrumental Emphasis
Intermediate		DRAMA 43 (1)	Acting-Directing	OFTEC 142 (1) Desktop Publishing Essentials
ART 44 (1)	Advanced Photography Lab	ENGL 11* (.5)	Film Appreciation	WT 165/ART 165 (1) Metal Sculpture
ART 45 (1)	Field Photography	FNR 60 (1)	Intro to Maps and Remote Sensing	WT 103/ART 103 (1) Practical Lab – Metal Sculpture
ART 46 (.5-1)	Field Photography: Composition and Design	FNR 86 (1)	California Naturalist Certification	
ART 49 (1)	Intermediate Field Photography	HHP 6A* (1)	Lifetime Fitness I	
ART 71 (1)	Ceramic Sculpture: Intro	HHP 6B* (1)	Lifetime Fitness II	
ART 72 (1)	Ceramic Sculpture: Advanced			
AT 125 (2)	Team-Managed Projects			

\*Courses that are listed for both the Activity requirement and in the GE Pattern Area A-E may only be counted for one or the other, not both.

The following students are exempt from Activities requirements:

- Students who plan to complete an AA-T or AS-T associate degree at Columbia College.
- Veterans or reservists who submit proof of U.S. military Basic Training will receive two (2) units of activities. DD214 will clear the physical activity requirement.