

Recognition of CMC
Academic Senate's –
10 +1 Title 5
responsibilities
delineated in CMC
Board Policy

Academic and
Professional matters
means the following
policy development and
implementation matters:

1. Curriculum, including establishing pre-requisites and placing courses within disciplines;
2. Degree and certificate requirements
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and College governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senates.



ACADEMIC SENATE

August 18, 2011

3:00 – 5:00 PM

Room 112

“Our mission is to provide access to educational opportunities to diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student.”

AGENDA

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- I. **Confirmation of the Agenda for 1 September 2011.**
 - II. **Approval of the Minutes for the 18 August 2011 Meeting**
 - III. **Information Items**
 - A. Traffic Light on Rotary Way and Hwy 62 (deSantis)
 - B. Student Executive Board (deSantis)
 - IV. **Consent Items**
 - V. **Discussion/Action Items**
 - A. Election of Academic Senate Part-Time Representative (Berger)
 - B. Designated Outside Student Art Exhibition Area (Berger)
 - C. Video Conferencing Equipment and Thin Client Demonstration (Berger)
 - D. Planning of Flex-day Activities (deSantis)
 - E. Community Safety and Accident Involving Student Trustee (deSantis)
 - F. CTRAC and Curriculum Calendar for 2011-2012 (Llort)
 - G. Request to remove the 12-unit Additional Requirement for an Additional AA Degree (Llort)
 - H. Updated Curriculum Committee Bylaws (Llort)
 - VI. **Committee Reports (bold denotes chair or co-chair)**
 - A. **Senate Committees**
 1. **Curriculum Committee** – C. Allen, A. Armstrong, B. Bridenbecker, G. Case, B. Compton, J. Desantis, P. Friedt, C. Hopkins, **Y. Llort**, D. Norton, D. Panto, J. Powell, C. Steenberg, E. Smith, T. Thacker, G. Xanthos
 - a. **CTRAC** – A. Armstrong, C. Hopkins, C. Itnyre (January 2012), **Y. Llort**, M. Schiel, M. Walker, G. Xanthos
 - b. **Library** – C. Allen, P. Friedt, **C. Hopkins**, C. Itnyre, , D. Pieper, C. Steenberg,
 - c. **Textbook Review** – M. Gallagher, T. Thacker, G. Xanthos
 2. **Professional Standards and Ethics Committee** – E. Baird, G. Chesterman, J. DeSantis, C. Itnyre (January 2012), Y. Llort,
 3. **Educational Technology** – **R. Compton**, M. Danza, M. Dorner, S. Downer, C. Maclaughlin, S. Parkin, J. Powell, E. Smith, T. Thacker

B. District Committees

1. Academic Calendar – M. Gallagher
2. **Basic Skills Initiative** – E. Baird, M. Gallagher, J. Hanselman, K. Muchenje, D. Norton, **T. Thacker**, G. Xanthos
3. **Budget** – M. Schiel, D. Norton (alternate)
4. **EEO** – G. Case
5. **Facilities Planning** – M. Dorner(?), P. Delaney, P. Friedt, J. Hanselman
6. **FLEX** – E. Baird, B. Berger, **J. deSantis**, J. Hanselman, J. Holley, C. Maclaughlin
7. **Graduation** – E. Baird, M. Danza, J. deSantis, C. Itnyre, R. Valarde
8. **College Council** – B. Berger
9. **Matriculation** – G. Chesterman, P. Friedt, K. Muchenje, D. Norton
10. **Scholarship** – E. Baird, M. Dorner(?), M. Gallagher, C. Hopkins, Y. Llort, G. Xanthos
11. **Desert Studies** – C. Allen, E. Baird, G. Case, R. Compton, M. Dorner, P. Delaney, P. Friedt, D. Pieper, M. Schiel,
12. **Research** – B. Berger, S. Parkin, , E. Smith
13. **Technology Committee** – J. Holley (alternate), J. Powell,
14. **Equivalency Committee** – A. Armstrong, B. Bridenbecker, C. Hopkins, C. Itnyre, S. Parkin, M. Schiel, M. Walker
15. **Recognition Committee** – B. Berger, J. Hanselman, G. Xanthos
16. **Academic Integrity Committee** – M. Danza, J. deSantis, S. Parkin, D. Pieper, M. Walker

If I have failed to indicate you as a committee member, please email me with your corrections. I will fix them promptly. Also, if you are a committee chair and I have not bolded your name, please email me and I will correct that promptly.

V. Reports

A. SENATE OFFICERS

1. President Berger
2. Vice-President deSantis
3. Secretary Parkin
4. State Academic Senate Representative Schiel

B. SENATE

C. CMC FOUNDATION DIRECTOR

D. STUDENT SHOWCASE

E. PART-TIME FACULTY REPRESENTATIVE

F. CURRICULUM CO-CHAIRS

G. SLO COORDINATOR

H. **AUDIENCE COMMENTS:** Comments of three minutes or less per speaker may be made on items not listed on the agenda. Speakers are asked to register with the senate Secretary. Items on the agenda may be commented on as they appear.

I. BOARD OF TRUSTEES

J. ASCMC

K. MANAGEMENT

VIII. Future Agenda Topics

IX. Adjournment

ACADEMIC SENATE MEETING DATES FOR FALL 2011 SEMESTER

August 18

September 1, September 15

October 6, October 20

November 3, November 17

December 1, December 15



Academic Senate

MINUTES OF PREVIOUS MEETING

Thursday, 18 August 2011

**COPPER MOUNTAIN COLLEGE
ACADEMIC SENATE**

MINUTES

Present (bold denotes those not in attendance): Cathy Allen, Andrea Armstrong, Ellen Baird, Brad Berger, Christi Blauwkamp, Bruce Bridenbecker, Glenda Case, **Gregg Chesterman**, Robert Compton, Mike Danza, Paul Delaney, Joseph DeSantis, Meridith Dorner, Spelman Downer, Paul Friedt, Marla Gallagher, Jackie Hanselman, John Holley, Carolyn Hopkins, Cathy Itnyre, Yadira Llort, Colin Maclaughlin, Kylee Muchenje, David Norton, Danielle Panto, Steven Parkin, Dean Pieper, Jim Powell, Melynie Schiel, Ellie Smith, Clayton Steenberg, **Tony Thacker**, **Tally Tinjum**, Kathleen Wahl, Michel Walker, **Heidi Wilcox-Steins**, and **Grace Xanthos**.

Also in attendance: Andrea Riesgo, Wei Zhou, Gregory Brown

If you were incorrectly listed, please email me with your correction

I. Confirmation of the Agenda for 1 September 2011.

A proper motion was made, seconded, and passed to confirm the agenda (CI/CH). An emergency motion to include items h through m which were not included in the original agenda was properly made, seconded and passed (JDS/SP)

II. Approval of the minutes for the 18 August 2011 meeting

The minutes of the August 18, 2011 were not approved at this time. The AS Secretary will provide additional data identifying individuals moving and seconding all relevant motions, course deactivations, and other business transacted by the Academic Senate in the 5/18/2011 meeting. This amendment should be included in the 9/15/2011 packet.

III. INFORMATION ITEMS

None

IV. CONSENT ITEMS

None

IV. DISCUSSION/ACTION ITEMS

- a. A proper motion was made, seconded, and passed to approve of the summer actions by the Academic Senate officers (CI/JDS). There were four abstentions. (BB, JDS, SP, MS)

- b. Reyna Velarde said she would get a note from Tina concerning her (Tina's) unavailability on Thursdays at 3:00 PM to fulfill the Part-time representative position
- c. Population of the Senate and District Committees proceeded and the results are listed in the agenda document.
 - i. There was a motion to approve the designated seven faculty to fill the vacant College council positions and that those filling pre-designated seats be considered interim until the senate is able to revise the appropriate Bylaws. (JDS/CH) Did it pass?
 - ii. What happened to the CTE group that included P. Friedt, D. Norton, C. Allen, J. Powell, G. Xanthos, and D. Panto?
 - iii. Clayton asked about a Perkins Committee, Carolyn stated the the VP of Academic Affairs decides this issue.
 - iv. Melynie stated that the CTE Area faculty includes: MS, CS, MG, PF, SD, KW, JP, and ES. A proper motion, duly moved, seconded and unanimously passed to approve what? (RC/PD)
- d. A proper motion was made, seconded, and passed to approve the Participatory Governance document. (CI/CH) The Senate was polled indicating one no vote, five abstaining, and the remaining yeas.
- e. There was discussion regarding the CMC Mission Statement. As this was the first discussion, the comparison of the two versions was considered a first read.
- f. Carolyn Hopkins told the Senate about the Minimum Qualifications Training that will include EEO training on minimum qualifications screening for new faculty hires.
- g. Item g was tabled
- h. Brad Berger discussed the \$200.00 per year per full-time faculty teaching material fund set up by Cheryl Munsey. He indicated that VP Zhou was in agreement. There was discussion about obtaining classroom supplies from the Copy Center. (MS) There were additional comments from Greg Brown, Cathy Allen, Grace Xanthos, and Wei Zhou. It was decided to revisit this agenda item in the next meeting of 9/1/2011.
- i. A proper motion to reorder item i. so that certain curriculum committee disuccion/action items could be addresses was moved, seconded, and passed unanimously. (JDS/SP)
- j. ACC-041, ACC-044, ACC-301: These are brand new courses. A proper motion to approve these courses was moved, seconded and passed with 15 yeas, 4 noes, and 9 abstentions. (PD/JDS) Jackie stated that ACC041 was for students with disabilities and made things easier for the faculty, ACC-044 is for students who still need to learn to type. Melynie stated that these were similar to other courses. Carolyn stated that they shared concepts. Marla asked about the differences that more challenged students bring.
- k. Prerequisite Challenge Form per Current Title 5: Yadira stated that this is the first read of the document that meets Title 5 requirements. Mike asked, "... is the an E?" A proper motion to approve the document was moved, seconded and passed with one abstention. (CI/CH) Discussion included: Reyna stated tha "A" gives the institution full thigh to allow a challenge." Greg Brown asked how work history

or projects can override a course pre req.? There was a discussion of out of discipline pre reqs., indicating that the student could never receive CMC credit for the course challenged. The discussion grew quite heated

- l. CTRAC and Curriculum Calendar for 2011-2012: Yadira stated that this item was for information only.
- m. CLEP Chart: A proper motion to approve was moved, seconded, and passed (yeas – all save 2, abstentions – 2) (MS/CH)
- n. The Chair thanked Michel for the excellent food!

COMMITTEE REPORTS

There was insufficient time for Committee reports to the Senate.

PART-TIME FACULTY REPRESENTATIVE

There was insufficient time for the Part-time representative to report to the Senate.

MANAGEMENT

There was insufficient time for any Management representative to report to the Senate.

The Academic Senate meeting of 8/18/2011 was adjourned, but there was no motion or second due to the lateness of the hour.



Academic Senate

INFORMATION ITEMS



Academic Senate

CONSENT AGENDA



DISCUSSION/ACTION ITEMS



Copper Mountain College
Academic Senate Agenda Packet
(ASAP)

Date of Senate Meeting: 9/1/11

Requested by: B. Berger

Subject: Video Conferencing Equipment and Thin Client Demonstration

Type of Consideration:

- Action Item
- Information/Discussion

Desired Outcome: Inform faculty of demo of equipment that will occur on Friday, September 9 at 10:30 – location to be determined.

Background: A grant to purchase video conferencing equipment for classrooms is available. Steve Kemp in IS would like to gauge faculty interest.

A thin client replaces a PC and communicates with a server that holds software and stores files. Having thin clients in classrooms may be more economical and robust than having PCs.



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date of Senate Meeting:

Requested by: desantis

Subject: flex

Type of Consideration:

- Action Item
- Information/Discussion

Desired Outcome:

1. Request submission of ideas for flex
2. Discuss deadline for Senate approval of schedule

Background:

We have scheduled flex days and need to begin the process of planning them.

**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date of Senate Meeting: 9/1/11

Requested by: Faculty Advisor ASCMC

Subject: Community Safety and Accident involving Student Trustee

Type of Consideration:

- Action Item**
- Information/Discussion**

Desired Outcome:

Authorize a partnership with ASCMC to author a petition/request for a traffic light and improved safety signage for Rotary way and Highway 62.

Background:

ASCMC will be sending a Get Well card and will also be discussing authorship of a letter/petition to the Board of Trustees and to the County of San Bernardino regarding safety at the intersection of Rotary Way and Highway 62.

Article located at 107.7 radio station's website

<http://www.kcdzfm.com/news/fullstory082411.html#a05>

TWO CRASHES IN TWO DAYS AT HIGHWAY ENTRANCE TO COPPER MOUNTAIN COLLEGE

Two accidents in two days at Rotary Way and Highway 62. About 2:30 Saturday afternoon, Donald Bachert, 19, of Clermont Florida was driving his 2005 Infinity about 65 miles per hour westbound on the highway near Rotary Way. Due to his level of alcohol intoxication, Bachert drove his vehicle onto the north shoulder of the road. He then made a hard left-turning movement and lost control of his vehicle. This caused his car to skid across all lanes of traffic on the highway and collide with the raised dirt berm on the south shoulder of the highway. Donald Bachert was arrested for investigation of driving under the influence of alcohol, cited and released. Then on Monday about 5:45 p.m., Anita Latham, 23, of Twentynine Palms was leaving Copper Mountain College in her 2002 Honda sedan. Latham made a left turn from Rotary Way onto eastbound Highway 62, and pulled out right into the path of Donald Mitchell, 27, of Yucca Valley, who was driving a 2004 Ford SUV westbound on the highway. The impact of the crash sent Latham's Honda several hundred feet west and into the open desert on the north side of the highway. Mitchell's SUV came to rest over 100 feet on the southwest side of the highway. Latham suffered head and chest trauma, but was able to talk to paramedics. Anita Latham was brought to Hi-Desert Medical Center where she was then flown by Mercy Air to Desert Regional Hospital in Palm Springs



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date of Senate Meeting: 1 Sept. 2011

Requested by: Curriculum

Subject: CTRAC & Curriculum Calendar for 2011-2012

Type of Consideration: Information/Discussion

Desired Outcome: The Aug. 25th Curriculum meeting finalized the Curriculum Committee meeting date/time for December 2011. However, the dates for November 2011 and February 2012 are to be finalized during Flex discussion at the Sept. 1st Academic Senate meeting. Once these three dates are finalized, an updated an complete calendar will be sent to All Subscribers.

Background: CTRAC & Curriculum Calendar previously brought to Aug. 18th Academic Senate meeting (informational), contained three dates that needed to be finalized.

CTRAC and CURRICULUM Calendar for 2011-2012

The following schedule reflects the dates selected for the Curriculum Committee and Technical Review meetings for the Fall 2011-Spring 2012 semesters. Please note these dates on your calendars. For your information, this schedule also shows the dates that curriculum approvals will move to Academic Senate and to the Board of Trustees.

Thank you.

Date Course Outlines Are Due to CTRAC for Review	Curriculum Technical Review Advisory Committee 8:30 a.m. 2nd Friday	Curriculum Committee 3:00 p.m. 4th Thursday	Academic Senate 3:00 p.m. 1st and 3rd Thursday- <i>bold date?? is when CORs and Programs are considered</i>	Board of Trustees 3:30 p.m. 2nd Thursday
		May 26, 2011	August 18, 2011	
May 20, 2011	<i>August 19, 2011</i>	August 25, 2011	September 1, 2011 September 15, 2011	September 29, 2011
August 26, 2011	September 9, 2011	September 22, 2011	October 6, 2011 October 20, 2011	October 13, 2011
September 30, 2011	October 14, 2011	October 27, 2011	November 3, 2011 November 17, 2011	November 17, 2011
October 21, 2011	<i>November 4, 2011</i>	Week of Nov 21, 2011 During Flex ???	December 1, 2011 December 15, 2011	December 8, 2011

November 18, 2011	December 9, 2011	Dec. 16 10:00am-12:00pm	January 19, 2012	February 9, 2012
December 9, 2011	<i>January 20, 2012</i> <i>To allow time for course review</i>	January 26, 2012	February 2, 2012 February 16, 2012	February 9, 2012
January 27, 2012	February 10, 2012	Week of February 21, 2012 During Flex ???	March 1, 2012 March 15, 2012	March 8, 2012
February 24, 2012	<i>March 9, 2012</i>	March 22, 2012	April 19, 2012	May 10, 2012
March 23, 2012	<i>April 13, 2012</i>	April 26, 2012	May 3, 2012 May 17, 2012	May 10, 2012
April 22, 2012	<i>May 11, 2012</i>	May 24, 2012	August 16, 2012	September 13, 2012



Copper Mountain College
Academic Senate Agenda Packet
(ASAP)

Date of Senate Meeting: Sept. 1, 2011

Requested by: Curriculum

Subject: Request to remove the 12 unit additional requirements for an additional A.A. degree (12 units)

Type of Consideration: Action/Discussion

Desired Outcome: CMC students not be required to complete an additional 12 units for an additional degree. Additional A.A. degrees present questions for the student and academic institution, e.g. transferability, relevancy, how the 1440 degrees fit into the issue, etc.

Background:

Curriculum committee members of May 26, 2011 meeting found there is nothing in Ed Code or Title 5 that says CMC has to have a 12 unit additional requirement. There is really no board policy that says we should have a 12 unit requirement, either.

CMC Catalog

"Additional Associate Degrees may be earned if a student completes a minimum of 12 additional units at CMC after all of the requirements are completed for the first degree. All major and General Education requirements must be met. Completion of additional degree requirements may be concurrent with or after completion another degree."

The above statement has been in CMC catalog since 1999, since its separation from COD.

Title 5

70902(b)(3) and Title 5, Sections 55070, 55080, et seq., which grants the college the authority to grant degrees and certificates. In addition, it directs the CEO to establish procedures to determine degree and certificate requirements, minimal to the state requirements. Our Board Policy 6540.1 addresses the basic requirements, and also states, "Specific requirements will be published in the College Catalog."



Copper Mountain College
Academic Senate Agenda Packet
(ASAP)

Date of Senate Meeting: Sept. 1, 2011

Requested by: Curriculum

Subject: Updated Curriculum Committee bylaws

Type of Consideration: X Action Item

Desired Outcome: Approve the added section indicated with **underlined and bold italicized font.**

Background: The entire bylaw is included below for complete reference and includes suggested addition from Curriculum Committee.

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**Copper Mountain College
Curriculum Committee Bylaws**

Article I - Mission

The mission of the Curriculum Committee is to review and approve the curriculum of the college and to ensure compliance with curriculum standards set forth by the Chancellor’s Office. Curriculum matters shall include such items as approval of course outlines of record, establishment of prerequisites/co-requisites, placement of courses within disciplines, degree or certificate requirements, and grading policies.

Article II - Membership

Elected positions:

- Three faculty, one from each division, appointed by the Academic Senate
- One faculty member from the Health Sciences department appointed by the Academic Senate
- One Basic Skills faculty representative (pre-collegiate credit or non-credit) appointed by Academic Senate
- One Counseling faculty member appointed by the Academic Senate
- Three faculty at large, appointed by the Academic Senate
- Student representative appointed by ASCMC

Appointments by Position:

- Articulation Officer
- Division chairs
- Coordinator of Health Sciences
- Librarian
- Program Assistant, Curriculum
- Student Learning Outcomes Coordinator
- Vice President of Instruction or designee

The chair(s) of the committee shall be faculty appointed by the Academic Senate.

Should at any time any seat becomes vacant or is not filled, Academic Senate may fill that seat.

Article III - Term(s) of Office

The chair(s) of the committee shall serve a three year term.

Faculty members of the committee appointed by the Academic Senate shall serve two-year terms.

Student representatives shall serve terms as determined by ASCMC.

If an elected or appointed position becomes vacant during the academic year the chair(s) shall notify the appropriate body for a replacement.

Article IV - Responsibilities of Committee Members

Chair(s) shall:

- Create the agenda
- Conduct the meeting
- Distribute documents for the meeting, including agendas, minutes, course outlines of record, etc. at least three days prior to the meeting
- Forward committee recommendations, with documentation, to the Academic Senate.
- Forward minutes of curriculum meetings to the Academic Senate
- Develop the Curriculum Calendar
- Prepare the Year End Report
- Provide training and advise upon request to faculty

Members of the committee shall:

- Attend meetings
- Review all curriculum documents sent by the chair(s) prior to the meeting.
- Members shall serve on curriculum subcommittees as appointed.

Members who miss two consecutive meetings without notifying the chair(s) shall be considered inactive and the chair(s) will solicit for new members from the appropriate body

Article V - Meetings

Curriculum meetings shall normally be held on the fourth Thursday of the month during the academic semesters. Exceptions will be noted in the Curriculum Calendar. Additional meetings can be called by the chair(s) as necessary.

Article VI - Procedures

The Curriculum Committee shall review all new and revised courses, new and revised programs, deactivations, establishing prerequisites, general education requirement, grading policies, articulation requirements, placing courses in disciplines, and other curriculum related matters under the purview of faculty and the Academic Senate. All items recommended by the Curriculum Committee and minutes of meetings shall be forwarded to the Academic Senate for approval.

The faculty originator of the revised or new course must discuss the proposal with other faculty in the program or discipline. If a proposed course is deemed interdisciplinary discussions should be held with faculty in all affected areas prior to submission.

Proposals for new programs, courses, or distance education addendums will be presented to the Curriculum Committee prior to full development or submission to CTRAC to ensure a thorough understanding of the proposal prior to work being done.

All courses proposals must be submitted to CTRAC prior to Curriculum Committee review and approval. Faculty originators must be present at CTRAC meetings to discuss their course outline(s). CTRAC shall

forward approved CORs to the Curriculum Committee. The Curriculum Committee may approve, deny, or return the proposal to the faculty originator for further consideration.

Quorum shall consist of 1/3 of the members.

Article VI - Subcommittees

CTRAC – the purpose of this committee is to review CORs and distance education addendums for technical consistency. This committee is composed of voluntary members.

Library Committee - the purpose of this committee is to make recommendations to the library staff on resources, policies, and program review. The chair is the college librarian. This committee is composed of voluntary members, including faculty appointed by the Academic Senate.

Syllabus Review – the purpose of this committee is to conduct a review of course syllabi to ensure compliance with the Academic Senate’s approved standards. This committee is composed of voluntary members appointed by the Curriculum Committee.

Textbook Review – the purpose of this committee is to review textbook selections when requested. This committee is composed of voluntary members appointed by the Curriculum Committee.

Membership of these subcommittees is not limited to Curriculum Committee members.

The Curriculum Committee may appointed additional subcommittees as the need arises.

~~Adopted January 2009~~ (New adoption date?)