



# ACADEMIC SENATE

August 16<sup>th</sup>, 2012 3:00 – 5:00 PM Room 112

## AGENDA

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

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

1. Curriculum, including establishing prerequisites 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 Senate.

- a) **Confirmation of the Agenda for May 17, 2012.**
- b) **Approval of the minutes for the 19 May 2012 Meeting p.5**
- c) **Comments from the Audience and Non-Senators:** Comments are to be no longer than 3 minutes for each person giving comments.
- d) **Consent Agenda:** The following items on the consent agenda will not be discussed. If any senator wishes to remove an item from the consent agenda, make a motion to remove the item prior to the vote on the consent agenda.
  1. **Approve the following course outlines (sent by email with the agenda)**
    - a. **MATH-081**
    - b. **MATH-082**
    - c. **MATH-083**
    - d. **MATH-084**
    - e. **MATH-085**
    - f. **MATH-086**
    - g. **MATH-087**
    - h. **MATH-088**
    - i. **FIRE-001**
    - j. **FIRE-003**
- e) **Action Items:** Must have ASAP or resolution for senate to discuss.
  1. **Election of Part-time faculty representative p.13**
  2. **Designation of faculty advisor(s) for Liberal Arts and Liberal Studies p.14**
  3. **Select Student Showcase for next BOT meeting on Sept 13<sup>th</sup> p.15**
  4. **Approve perfected Prerequisite Challenge form (Note: The formatting of the form is different in the senate packet due to margin sizes. A paper copy will be available at the meeting.) p.16**
5. **Appoint Senators to serve on Senate and District Committees (see committee list at the end of the agenda)**
6. **Committee to participate in draft revision of full and part-time faculty hiring processes p.20**
7. **Request for revision of Curriculum Committee Bylaws p.21**

8. Follow up on SLO assessment dialogue to establish a committee to recommend minimum student requirements for CMC courses p.22
9. First Reading of BP 4250-Probation, Disqualification, and Readmission AND AP 4255-Disqualification and Dismissal p.23
10. Learning Management System selection p.32
11. Faculty offices p.33

**f. Information/Discussion:**

1. Distance Education committee online issues status – a copy of the email mentioned last meeting is included in the packet
2. Involvement in Cultural events – how can the senate promote instructor and student involvement in cultural events?
3. The Senate as a venue for continuous improvement in the classroom – thoughts on setting aside senate time
4. Senate dialogue on recent assessments – faculty-wide dialogue on SLO assessment results will take place next senate. Would like input on how much time to set aside.
5. Syllabi and COR consistency – this topic is set aside because there were some outstanding questions at FLEX

**g. Committee Reports:**

**Senate Committees:**

*1. Curriculum Committee – Y. Llort*

**Elected positions, appointed by the Academic Senate**

- ✓ Three faculty, one from each division \_\_\_\_\_
- ✓ One faculty member from the Health Sciences department \_\_\_\_\_
- ✓ One Basic Skills faculty representative (pre-collegiate credit or non-credit) \_\_\_\_\_
- ✓ One Counseling faculty member \_\_\_\_\_
- ✓ Three faculty at large \_\_\_\_\_

**Appointments by Position:**

- ✓ Articulation Officer – **Andrea Armstrong**
- ✓ Division chairs – **Glenda Case, Joe DeSantis, Melynie Schiel**
- ✓ Coordinator of Health Sciences - \_\_\_\_\_
- ✓ Librarian – **Carolyn Hopkins**
- ✓ Program Assistant, Curriculum – **Greg Yarbrough**
- ✓ Student Learning Outcomes Coordinator – *will need designee* \_\_\_\_\_
  - a. *CTRAC* – **Y. Llort**
  - b. *Textbook Review* - \_\_\_\_\_
  - c. *Syllabus Review* – \_\_\_\_\_

*2. Library – C. Hopkins*

*3. Professional Standards and Ethics Committee –*

*4. Educational Technology –*

*5. Cultural Education Enhancement Committee –*

**District Committees**

1. *Academic Calendar* –
2. *Basic Skills Committee* – **Tony Thacker**
3. *Budget* –
4. *EEO* –
5. *Facilities Planning* –
6. *FLEX* –
7. *Graduation* –
8. *Matriculation* –
9. *Scholarship* –
10. *Desert Studies* –
11. *Technology Committee* –
12. *Equivalency Committee* –
13. *Recognition Committee* –
14. *Academic Integrity Committee* –
15. *Distance Education Committee* –

**a) Reports**

**A. SENATE OFFICERS**

1. President Schiel  
Senate officer summer actions
2. Vice-President Danza
3. Secretary Friedt
4. State Academic Senate Representative Thacker

**B. Senator Reports**

**C. Part-time Faculty Representative**

**D. SLO COORDINATOR**

**E. BOARD OF TRUSTEES**

**F. ASCMC**

**G. MANAGEMENT**

**b) Future Agenda Topics**

**c) Adjournment**

**ACADEMIC SENATE MEETING DATES  
FOR Fall 2012 SEMESTER**

**August 16, 2012   September 6, 2012   September 20, 2012   October 4, 2012   October 18, 2012  
November 1, 2012   November 15, 2012   December 6, 2012**

**CULTURAL THEMES CALENDAR FOR 12-13**

September – Character Building and Constitution Day - 9/17

October – Bugs and Insects

November – Celebrate Reading

January – Art Appreciation

February – Black History Month

March – Women in History

April - Earth Day ( coordinate with Desert Studies Committee)

May – Space or Astronomy

**Thursday May 17, 2012**

**Copper Mountain College  
Academic Senate  
Minutes**

**\*Attendance is not currently available**

**I. Confirmation of the Agenda for May 3, 2012**

A motion was made (Joe Desantis), and seconded to confirm the agenda as presented. Brad Berger requested an agenda item be added to authorize AS officers to conduct business over the summer break. He also requested an agenda item to find out who won the Senate officer positions and an additional agenda item to choose senators to work on the hiring committee for the Curriculum Program Assistant position. Yadira requested that an emergency item be added to the consent agenda to deactivate some CIS classes and stated that a handout had been circulated which provided additional information regarding this request. Yadira also asked to include Art-007D to the consent items for deactivation. The motion to confirm the amended agenda was passed by acclamation.

**II. Approval of the minutes for May 3, 2012**

A motion was made (Desantis), and seconded to approve the minutes from the previous Academic Senate meeting held on May 3, 2012. Brad Berger asked that Item 1, Confirmation of the Agenda, be amended to reflect the addition of an item in which the Senate chose a committee to select Division Chairs. Under Item III, Brad questioned whether or not Brian Heinemann actually stated \$520.00 was the amount the College saved in student financial aid due to faculty notifying Student Services of students who had stopped attending classes. Under Item G, Hiring Committees for Division Chair..., Brad also requested that a statement be included to indicate that the Division Chair position was for Humanities. The motion to approve the minutes with amendments was passed by acclamation.

**II. Audience Comments**

CMC student Augustine (last name?) spoke about his visit in Academic Affairs when he attempted to file a complaint about a CMC instructor. He expressed his concern about information that he received that he felt was private and inappropriate. He expressed his frustration with the grievance process at CMC and asked that the ASCMC and Academic Senate work together to develop a more effective and efficient student grievance policy. Some discussion among senators followed. Carol Hopkins pointed out that this topic is addressed in the collective bargaining agreement.

**IV. Consent Items**

Motion to approve consent items was made and passed by acclamation.

**V. Information/Discussion/Action Items**

- A. The results of election for new Senate officers were provided by Senator Compton. He announced that 33 votes were cast and that one person did not vote. Melynie Schiel was elected President and won by one vote. Mike Danza was elected Vice President and won by a landslide. The election for secretary ended in a tie between Ellen Baird and Paul Friedt. Tony Thacker was elected State Academic Senate Representative. Melynie took the president's chair to complete the meeting and Brad was thanked and given an appreciative and clamorous applause for his service as Academic Senate President. As outgoing secretary, Steve Parkin asked for suggestions on resolving the tie between secretary nominees Baird and Friedt. Melynie suggested both nominees address the Senate body and afterward the Senate would again cast written ballots to elect one of the nominees. The nominees addressed the Senate body and a tie-breaker election was held. Afterward Bobby Compton

announced that Paul Friedt was the newly elected Senate secretary. Outgoing secretary Steve Parkin was thanked and thunderously applauded for his service to the Senate.

- B.** Carolyn Hopkins discussed methods of assessing program SLO's. She offered to provide assistance to faculty in assessing their program SLO's by using Survey Monkey to query program graduates about their success in meeting the program SLO's. Clayton Steenberg asked if the wording of the survey questions could be changed for different programs. Tony Thacker asked if the questions were based on program SLO's. Carolyn replied affirmative to both questions. Joe Desantis suggested using the same process for assessing ILO's. Carolyn suggested the task of identifying all one-hundred seventeen plus graduate emails and inputting them for the survey would be an overly time consuming task and not feasible at this time. Carolyn also stated that both program and course SLO results would be reviewed and discussed during the August 9, 2012 flex day.
- C.** Yadir Llort discussed the CTRAC decision to only review COR's submitted on the new COR template due to the current backlog of COR's in queue. Ellen Baird asked for clarification on the date of the announcement packet that was sent out regarding this topic. Yadira assured everyone that any COR's already submitted would be grandfathered, but all future COR submissions would have to be on the new template. Melynie mentioned that the COR template is available on the CMC website under the **Faculty & Staff** link dropdown, **Academic Senate**, located at the very bottom of that web page under **Faculty Documents, COR Template**.
- D.** Motion to approve Adult High School Diploma Program SLO's was approved with a correction that replaced the word "demonstration" with the words "demonstrate proficiency".
- E.** Joe Desantis discussed the draft handouts for the Fall 2012 Flex schedule. Marla Gallagher agreed to provide two separate sessions for the "On Course" topics. One would be a follow-up for faculty who previously attended the On Course workshop in February and the other session would be available to everyone. Jackie Hanselman provided information about a potential guest speaker from San Bernardino County. A motion was made (Desantis) to approve the draft main and alternate Flex schedules as presented. The motion was approved.
- F.** Brad Berger discussed several of his concerns regarding the proposed Faculty Advisement Center planned for the current space occupied by the business office. Brad suggested that the Academic Senate should have some input into the design of the offices planned for this space. He suggested that the current plan drawing is a strange configuration and may include a lot of wasted space. Tony Thacker questioned the name of the facility and asked if it was truly going to be an advisement center. Carolyn clarified that it was going to be faculty office space. Brad also expressed concern that the Sierra School Equipment Company would be providing architectural drawings. Carolyn suggested that they merely needed to be told what configuration was wanted-one or two people offices- and Sierra would be able to provide it. Melynie recommended that some people work with Dan Cain on the design plans. Carolyn, Brad and Joe agreed to assist with the project.
- G.** A motion was made (Desantis) to authorize Senate officers to act on behalf of the Senate over the summer. The motion was approved by acclamation.
- H.** A request for faculty members to serve on a hiring committee for the Curriculum Program Assistant position was submitted by Melynie Schiel. Andrea Armstrong was nominated. Yadira Llort volunteered to serve on the committee and Carolyn Hopkins agreed to be first alternate. Joe Desantis agreed to be second alternate. The Senate body accepted these individuals for the committee by acclamation.

- I. Ellen Baird reported on the success of one her students who participated in an essay contested sponsored by her and Kylie's Learning Community textbook publisher. Ashley Freeman won the essay contest and she will have her essay published in the seventh edition of the textbook. Ellen also expressed her gratitude to Spellman Downer for his time and effort in filming Ashley's essay. Joe Desantis was also thanked by Ellen for his help in coaching Ashley during the recording process.

## VI. Committee Reports

### A. Senate Committees

#### 1. *Curriculum Committee:*

Yadira stated, "For the year, the Curriculum Committee had revised eighty-one COR's, deactivated thirty-five courses and approved 8 new courses." Recognition was provided to Rose Resurreccion for her service to the college as outgoing Curriculum Program Assistant.

#### 2. *CTRAC Committee:*

Yadira reported that the CTRAC Committee members had review the CTRAC meeting calendar and agreed to include additional meetings for the upcoming year in order to get through as many COR's as possible.

#### 3. *Scholarship Committee:*

Yadira reported that the committee was still working on reviewing scholarship applications and finalizing the information. She stated the information would be available by Wednesday of the following week. She reported that the committee expected to distribute between thirty-one thousand and thirty-two thousand dollars in scholarship awards.

#### 4. *Professional Standards and Ethics:*

Yadira stated there was no report.

#### 5. *Cultural Education Enhancement Committee:*

Cathy Allen referred to a handout she passed out that included a list of monthly themes that the committee selected for next year's program which is currently in development. (Appended to the Minutes) She also asked for other ideas and names of possible guest speakers who would be appropriate for the specific topics. Additionally, she mentioned that the committee was working on providing a stipend to guest speakers as an incentive to attract more professional individuals. Mike Danza mentioned that the cultural themes idea was something similar to what the Academic Integrity Committee had discussed. He suggested that these types of culturally themed presentations had academic merit and would be personally beneficial to students. As a means to improve attendance at these events, Mike proposed the idea of including the dates for the presentations in course syllabi and encouraged faculty to give extra credit to students who attended them. Cathy Itnyre mentioned that extra credit was a motivating factor for students who worked on the Titanic project. Ellen Baird also agreed with Mike Danza's ideas and stated that she also includes culturally themed extra credit assignments in her courses, but expressed disappointment that more students didn't take advantage of these types of assignments. Cathy Allen added that the committee was attempting to establish a consistent date to offer these events, such as the third Friday of the month. Cathy also mentioned the committee's concern with students' transportation problems and that the committee was discussing ways to get around that issue. Reyna Velarde mentioned that she was teaching Intercultural next semester and suggested working with Cathy on developing ways to improve student attendance at these types of events. Melynie suggested that the Senate add an agenda item to the next meeting to further discuss this topic and develop some concrete ideas that all could deliberate on to promote a culture among faculty that would encourage more student participation. Kylee Muchenje suggested the committee give the students some ownership in the presentations by determining what the students are interested in attending and blending their ideas with other topics the committee thinks would be good for them. Spellman Downer suggested an astronomy guest speaker for the May 2013 presentation and offered to speak to this individual about doing a presentation for the committee on

that date.

**6. Distance Education Committee:**

Brad Berger mentioned that the committee had met with Dr. Wagner and that Dr. Wagner was receptive to a Distance Education Coordinator position, but that it was not feasible at this time. Dean Piper stated that President Wagner was receptive to all the other recommendations the committee suggested for implementing a DE program, however, Dr. Wagner felt that Blackboard could be used to accommodate them. Jim Powell suggested that Blackboard DE service was not currently available because the college did not have a subscription for it. Carolyn Hopkins asked if faculty reassignment time was discussed during the meeting with Dr. Wagner. Committee members concurred that faculty reassignment time was part of the recommendation packet but the discussions fell short in this area. Paul Friedt asked for the DE Committee meeting minutes or notes to include in the record of the Academic Senate minutes. Brad Berger offered to provide his notes. Tony Thacker stated that Meredith Dorner had previously emailed everyone a copy of the meeting minutes. Mike Danza asks about getting rosters populated into Blackboard before classes start for the Fall semester. Melynie asked anyone who was interested in having the Senate officers pursue getting Fall semester rosters populated into Blackboard over the summer to raise their hand. The Senate body overwhelming supported the recommendation that the Senate officers pursue this request. Mike Danza suggested a future agenda item to include a discussion of our current and future Blackboard subscription service.

**B. District Committees**

**1. Academic Integrity:**

Mike Danza urged the faculty to send submissions to the Copper Penny. He also asked faculty to submit to Greg Brown any questionable final exam answers they come across while grading.

**2. Employee Development Fund Committee:**

Melynie Schiel reported out on the Employee Development Fund Committee and stated that most of the requests for money have been approved. Three faculty members were funded to attend the upcoming State Academic Curriculum Institute in July. Melynie encouraged other faculty to apply for remaining available funds by submitting an application form. \$4000.00 was still available and another \$15000.00 would be available again next year. Melynie indicated that she would email the form to everyone again. Andrea Armstrong suggested that applicants provide more detailed information and/or documentation about the conference they are requesting to attend. She also suggested submitting a completed travel form along with the application request for funding.

**VII. Reports**

**A. Senate Officer Reports**

**1. President:**

Just as Greg Gilbert walked into the meeting, outgoing President Brad Berger reported that Greg was awarded emeritus status at the last CMC Board of Trustees' meeting. Heavy applause followed and Greg Gilbert graciously thanked everyone. Brad mentioned to the BoT that David Norton was congratulated as the new ASCMC advisor. He also indicated to the BoT that program SLO's were completed or near completion. Brad stated the Bot approved the Gen Ed philosophy statement, the Academic Senate approved the division chair job description as well as the selection process, the DE committee met with Dr. Wagner, independent study forms were approved, and the syllabus template update was underway. Carolyn Hopkins added that the Faculty Employee of the Quarter was Mike Danza. Applause followed.

**2. Vice President:**

Outgoing Vice President Joe Desantis had no report.

**3. Secretary:**

Outgoing Secretary Steve Parkin stated, "Thanks Paul."

Melynie provided her president's report. She thanked everyone for voting for her and expressed her appreciation of the honor to serve as Academic Senate president. She reminded everyone that at the beginning on the Fall semester the Senate and District committee positions would be re-staffed. She encouraged faculty to step up and volunteer for the committees they were most interested in serving on. She emphasized that there would be a lot of work to be done at this college next year and that she anticipated spreading the workload evenly.

Newly elected Vice-President Mike Danza did not have a report.

Newly elected Secretary Paul Friedt reported on the meeting that took place earlier in the day on plans for the proposed new Vocational Technology Facility.

## **B. Senator Reports**

Bobby Compton provided information about the solar eclipse that was going to take place on Sunday.

Dean Piper reminded everyone about the graduation breakfast and asked for volunteers to help prepare the food and serve the graduates.

Cathy Itnyre reminded everyone about the tenure party that would occur on May 19<sup>th</sup> at her home. Cathy also announced that the Hospice Board of Morongo Basin would be conducting a raffle on June 23, 2012 during their annual fund raising dinner. Dinner tickets for two costs \$100.00. The raffle grand prize will be \$3000.00.

Joe Desantis stated that Greg Brown was able to verify the student elections, so there will be a full slate of ASCMC officers for the new academic year. Joe reported that the student fee initiative failed. A student activity fee of \$2.00 and a student center fee of \$2.50 were not approved due to the low number of students who cast votes as well as the lack of clear records from previous elections. Sixty-seven and sixty-five percent of those who did vote favored the adoption of the fees, respectively.

Ellen Baird remembered to thank Brad Berger for his assistance with the student essay contest as well.

Tony Thacker reported on the graduation ceremony that occurred on the Marine base earlier that day. He stated that he was impressed with the ceremony and he encouraged other faculty who teach on base to participate in future graduation ceremonies that would be held there.

Mike Danza announced his willingness to provide other faculty a department/program webpage template that they could use to promote their programs on the CMC website.

Cathy Itnyre reported that the Titanic event held at the Bell Center was able to raise approximately \$4,700.00. She also stated that, from this money, Dean Piper would be presenting the CMC foundation with a check in the amount of \$2,000.00 to go toward the student center and another \$300.00 will be given to the Art Mitz scholarship fund.

Andrea Armstong asked for information on plans to remove the grass from the Phase 1 –3 courtyards on campus. Paul Friedt agreed to look into it a report back to the Senate at the next meeting.

Jackie Hanselman shared that there would be thirty-four EOPS students in the graduating class this year and eleven percent would be ACCESS students.

## **C. Student Showcase**

Ellen Baird suggested that since Danielle Panto had just finished editing and publishing the *Howl*, that she might have a student who would be willing to share a selection from it. Melynne agreed to pursue that idea with Danielle.

#### **D. Part-time Faculty Representative**

Reyna asked about the scheduling of the election for the part-time faculty representative. It was determined that it would take place in the Fall and Melynne asked if the current AS election committee would be willing to continue with election for the part-time faculty representative. The committee members agreed to do so.

#### **E. Curriculum Chair**

Yadira Llort presented previously.

#### **F. SLO Coordinator**

Carolyn Hopkins presented previously.

#### **G. Board of Trustees**

No report.

#### **H. ASCMC**

No report. Anita Latham expressed her gratitude to everyone in the Senate and shared that she was off to Sonoma State University to pursue a double major in political science and economics.

Greg Gilbert announced that there would be a *Howl* reading at the Marouge(?) Coffee House in Yucca Valley on May 18 from 4-8 p.m.

#### **I. Management**

Greg Brown discussed the traditional pre-commencement gowning activities scheduled for 6:00 p.m. in the Student Success area of the Bell Center.

Dr. Zhou expressed his appreciation for all the hard work and the great job the faculty had done over the past semester completing PLO's, SLO's, updating COR's, and deactivating courses.

Carolyn Hopkins mentioned that Dr. Zhou similarly praised the faculty before the BoT and the BoT also had expressed their appreciation for the faculty's efforts this past semester.

### **VIII. Future Agenda Topics**

- A.** Learning Management System changes
- B.** Staffing Senate and district committees
- C.** Election of part-time faculty Academic Senate representative
- D.** Creating a culture that encourages greater student participation in extra-curricular activities

### **IX. Adjournment**

The meeting was adjourned at 4:40 p.m.

Handouts circulated during the meeting:

Information from Cathy Allen regarding the Cultural Education Enhancement Committee



Cultural Education Enhancement Committee

Dear Colleagues,

The CEEC is planning a series of themed cultural events for the 2012-13 school session. Below is a list of nationally recognized monthly themes we are using as a guide to this series. If you know of any professional speakers that can lecture on a particular topic listed, or if you have any ideas for cultural events relating to the topics below, let me know. Also FYI, we are in the process of establishing a stipend for guest lecturers.

Monthly themes for next year's cultural events:

1. September - Character Building and Constitution Day - 9/17
2. October - Bugs and Insects
3. November - Celebrate Reading
4. January - Art Appreciation
5. February - Black History Month
6. March - Women in History
7. April - Earth Day ( coordinate with Desert Studies Committee)
8. May - Space or Astronomy

Thank you.

Regards,

Cathy Allen – [callen@cmccd.edu](mailto:callen@cmccd.edu), or ext. 0600

CEEC Chair



Cultural Education Enhancement Committee

Minutes from May 22, 2012

In attendance: Cathy Allen, Genevieve Salisbury, Danielle Panto, Sandy Smith, Dean Pieper, and Vala Stults

I. Minutes from 4-24 approved, seconded by Genevieve.

II. Discussed plan for themed cultural events 2012-13. It was decided that a regular monthly date would be best for planned events. That date will be the 2<sup>nd</sup> Thursday of each month at 12noon. Sandy suggested we call it a Brown Bag Lunch event. Cathy is to check with Jolie Alpin about room reservations for some of the events. Some of the events may not require a room, but could be held in other interesting locations on campus, such as the amphitheater, courtyards, or the new library. Members divided the responsibility of overseeing and planning the themed events as follows:

1. September - Constitution Day, **Dean**
2. October - Bugs and Insects, **Cathy or Vala** to contact Stephanie Ritter at the HDNM to lecture and share her bug collection.
3. November - Celebrate Reading - **Danielle**
4. January - Art Appreciation - **Cathy** is to contact Robert Brasier, Deputy Director of the Palm Springs Art Museum.
5. February - Black History Month, **Sandy and the EEO committee**
6. March - Women in History, **Cathy** - Day event for costumes and speeches of favorite women in history. Also contact Speech and Debate team.
7. April - Earth Day, **Dean** to coordinate with Desert Studies Committee and student club.
8. May - Astronomy, **Cathy** - Spelman Downer has a suggested speaker, or coordinate with Starry Nights group.

III. It was also suggested that student government and clubs could be encouraged to participate in the planning and running the events. Delegating some of the responsibility to students could encourage more advertising and PR, and higher attendee numbers.

IV. What could we do for extra advertising? While Jolie does a good job with PR, we could increase exposure on Facebook, Twitter and others Internet sites.

V. Budget for speakers: Vala felt that the original estimate \$550 for a year was too low. In order to get quality professionals we should pay them more. \$1000 plus traveling expenses should be the budget for guest lecturers and presenters.

VI. Adjournment at 1:47pm.



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

**Date of Senate Meeting:** Aug. 16, 2012

**Requested by:** Melynie Schiel

**Subject:** Election of Part-time faculty representative

**Type of Consideration:** Action Item

**Desired Outcome:** Establish a timeline for election of Part-time Faculty Representative to the Academic Senate

**Background:** In the course of Senate elections for this academic year we did not conduct a part-time faculty election. Last meeting the elections committee committed to working on this.



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

**Date of Senate Meeting:** Aug. 16, 2012

**Requested by:** Academic Affairs Council

**Subject:** Liberal Arts & Liberal Studies degrees

**Type of Consideration:** Action Item

**Desired Outcome:** Designate faculty who will be responsible for the Liberal Arts and Liberal Studies degrees.

**Background:** Currently there are no faculty designated to oversee the Liberal Arts and Liberal Studies degrees. The CMC catalog lists the faculty advisor for both of these programs as Wei. It should be faculty members.

So we are begging, pleading, for some willing volunteers to be the faculty advisors, in addition to being responsible for the program SLO assessments and program review. An incentive – the 2011-2012 program SLO assessment for Liberal Arts is complete and a draft program review is done.

It is recommended to have three faculty for liberal arts with one faculty member representing each of the emphases.

Two or three faculty are recommended for the Liberal Studies degree.



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

**Date of Senate Meeting:** Aug. 16, 2012

**Requested by:** Melynie Schiel

**Subject:** BOT Student Showcase

**Type of Consideration:** Action Item

**Desired Outcome:** Select student to speak at the next BOT Meeting

**Background:** A student showcase helps keep the board acquainted with the student body at CMC. For every board meeting we strive to have a student in front of the board during the Academic Senate President Report.



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

**Date of Senate Meeting:** August 16, 2012

**Requested by:** Curriculum.

**Subject:** Approval of *revised* Prerequisite Challenge Form (**to be implemented Fall 2012**).

**Type of Consideration:** Action

**Desired Outcome:** Review and approval by Academic Senate to bring this form into compliance.

**Background:** CMC is currently using a "Prerequisite Waiver" form that is out of compliance and does not accurately reflect Title 5 changes that occurred 2007-2010. A brief historical summary of this form:

2008-2011: Curriculum Committee tasked the sole volunteering member to revise the existing "Prerequisite Waiver Form." During the years, various drafts were presented to Curriculum Committee. Finalization of the form was difficult owing to the complexity, quantity, and ongoing as well as then-pending changes pertaining to Title 5.

In May 2011, a new *Prerequisite Challenge Form* was approved by Curriculum; and approved by Academic Senate on 18 August 2011. The recommended implementation date was for Fall 2011.

During Fall 2011, Office of Student Services identified problematic informational and process issues regarding the new Prerequisite Challenge form.

During Spring 2012, The V.P. of Student Services worked with the Curriculum Chair to address the identified information and process issues. The topic of this revised *Prerequisite Challenge Form* was placed on the Curriculum agenda for 16 April 2012 and 24 May 2012, with appropriate notifications and e-reminders.

**On 24 May 2012, Curriculum Committee approves the *revised* Prerequisite Challenge Form (attached), to proceed for the next available Academic Senate session.**

*Curriculum recommendation (forthcoming):* Office of Student Services prepare for the student a single-page cover or informational sheet to explain the main differences between:

- a. **Prerequisite Challenge Form.**
- b. **Course Challenge Form.**

The same informational document (attached to each form) should outline the advantages and disadvantages of using either form. This informational document will assist the student in making effective educational decisions.



PREREQUISITE CHALLENGE FORM

I. **STUDENT** -- Complete Sections I and II and submit this form to the Office of Academic Affairs. Your petition will be reviewed in consultation with the appropriate office(s) or instructor(s).

- 1. Name: \_\_\_\_\_ 2. Student ID: \_\_\_\_\_
- 3. Today's Date: \_\_\_\_\_
- 4. Contact info: HOME PH: \_\_\_\_\_ CELL: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
- 5. Course and Section number I wish to enter: \_\_\_\_\_

Student is responsible for providing compelling documented evidence to support the Prerequisite Challenge. Completion of this form does not guarantee a student space in the course being challenged by this form.

6. Student Signature: \_\_\_\_\_

II. Prerequisite Challenge Categories: Students may challenge based on any the following Title 5 (Section 55003.m.1-5) categories. Check all that apply and provide evidence for each selected category.

- A. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite. Specify below and attach supporting documentation or evidence (55003.m.4). **STUDENT: Contact the primary full-time instructor of record or Office of Academic Affairs.**  
\_\_\_\_\_  
\_\_\_\_\_
- B. The prerequisite course has not been made reasonably available (55003.m.5). Include supporting documentation or evidence. **STUDENT: Contact the Office of Academic Affairs, if necessary.**
- C. The prerequisite is discriminatory or being applied in a discriminatory manner (55003.m.3). Include statement of violation and supporting documentation or evidence:  
\_\_\_\_\_  
\_\_\_\_\_
- D. The prerequisite was not established in accordance with Title 5 (55003.m.1-2). Indicate violation and include supporting documentation or evidence. **Examples may include published class schedules or published class cancellation listings. See Office of Academic Affairs.**  
\_\_\_\_\_  
\_\_\_\_\_

→ Return this form to Office of Academic Affairs. Do not write after this section.

Below is for office use only. Below is for office use only. Below is for office use only.

**DECISIONS AND PROCESS** -- Complete by category specification, as indicated by the student. *This document and contained information is not accepted if the student delivers this completed form to Office of Student Services.*

**III. If category A is indicated on this form, INSTRUCTOR'S DECISION:**

- 1.  **Denied.** Notify Office of Office of Academic Affairs, Office of Student Services, and student. Do not proceed with this form.
- 2.  **Approval** of student's petition in meeting this course's prerequisite(s). Complete remainder of this section.

*With approval, attached evidence must accompany this form, e.g. Final Exam, portfolio, academic transcript(s), professional experience, skills demonstration, professional or life experience, etc. Digital evidence is acceptable.*

- 3.  Attach student evidence to this form. See above paragraph.
- 4.  Instructor delivers this completed form and evidence to Office of Student Services. **The information will not be accepted or processed if the student delivers this form to Office of Student Services.**

5. \_\_\_\_\_  
PRINT INSTRUCTOR NAME INSTRUCTOR SIGNATURE

6. \_\_\_\_\_  
INSTRUCTOR TITLE TODAY'S DATE

**IV. If category B, C or D is indicated, V.P. OF ACADEMIC AFFAIRS' DECISION:**

1.  **Denied.** Reason(s) for denial: \_\_\_\_\_

2.  **Approval** of student's petition, based on attached evidence. Comments, if any:  
\_\_\_\_\_  
\_\_\_\_\_

3.  Office of Student Services notified of decision by \_\_\_\_\_ on \_\_\_\_\_  
(Name) (Date)

4.

---

SIGNATURE, V.P. of ACADEMIC AFFAIRS

---

TODAY'S DATE



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

**Date of Senate Meeting:** Aug. 16, 2012  
**Requested by:** Melynie Schiel  
**Subject:** FT and PT faculty hiring process  
**Type of Consideration:** Action Item

**Desired Outcome:** Appoint two Senators to work with Andrea Riesgo to draft revised PT and FT hiring processes to be brought back to senate before the end of Fall 12 Semester.

**Background:** PT and FT faculty hiring processes need to be revisited, specifically with regard to division chairs serving automatically on hiring committees. This is potentially problematic because the Academic Senate does not select division chairs, rather they are appointed by the VP of Academic Affairs. In keeping with the spirit of a representative body, the automatic use of division chairs takes occupies one spot on a hiring committee where the senate would otherwise have the ability to appoint based on the will of the body. Also, when a DC is automatically appointed to a hiring committee, it has the potential to displace a discipline faculty in some areas where there are enough discipline faculty are available to serve.



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

**Date of Senate Meeting:** Aug. 16, 2012  
**Requested by:** Melynie Schiel  
**Subject:** Curriculum Committee Bylaws  
**Type of Consideration:** Action Item

**Desired Outcome:** Senate request that the Curriculum Committee revisit Bylaws to determine appropriate voting membership.

**Background:** The Curriculum Committee is a sub-committee of the academic senate and takes action on our most important purview area. Does the Academic Senate feel that all voting members should be appointed by the senate? Also, is it appropriate to have any non-faculty voting members on the committee?



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

**Date of Senate Meeting:** Aug. 16, 2012

**Requested by:** Melynie Schiel

**Subject:** Follow up on course standards discussion from SLO Assessment dialogue.

**Type of Consideration:** Action Item

**Desired Outcome:** Select at least 5 Senators from a broad range of programs to propose recommended minimum standards for students in CMC courses to provide a draft to the senate by October 18<sup>th</sup> 2012.

**Background:** Last January, faculty met to discuss the results of student learning outcome assessments that were conducted in virtually all classes. The results were discussed in small groups and then in a large group session. Faculty generated a list of how teaching and learning can be improved and then split the list into two categories; those things we need to recommend to the College Administration and those things faculty can do on our own. Consistency in course requirements was one of the faculty tasks.



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

**Date of Senate Meeting:** Aug. 16, 2012

**Requested by:** Melynie Schiel

**Subject:** First reading of proposed BP 4250-Probation,  
Disqualification and Readmission AND AP 4255-  
Disqualification and Dismissal

**Type of Consideration:** Action

**Desired Outcome:** The senate provides feedback regarding these policies. Determine if creating a committee to review the policy and make recommendations to the senate is appropriate. Staff the committee.

**Background:** VP Brown and VP Zhou have drafted this policy and it was circulated at College Council as a starting point. BP 6530 contains the existing language regarding academic probation, progress probation, dismissal and reinstatement. The proposed BP and AP are moving from the 6000s to the 4000s per CCC League guidelines for numbering board policy.

# BP 4250 Probation, Disqualification, and Readmission

Currently BP 6530.4 thru 6530.7

## References:

Education Code Section 70902(b)(3);

Title 5 Sections 55030-55034

***Note:** This policy is legally required. The following standards are the minimum standards defined in Title 5. Boards may adopt more stringent standards as specified in 55030-55034, and if they have done so, board policy must reflect those standards.*

## Good Standing

A student is without standing prior to completing 12 semester units with evaluative grade marks. Thereafter, the student is in Academic Good Standing with a term and cumulative grade point average of 2.00 or above. A student is in Progress Good Standing when the student received evaluative or non-evaluative grade marks in a total of at least 12 semester units and the percentage of all units in which the student enrolled, for which entries of "W", "I", "NC", and "NP" were recorded is below 50 percent.

## Evaluative and Non-evaluative Marks

Evaluative marks on a student record include, "A", "B", "C", "D", "F", "P", "NP", "CR", and "NC". Non-evaluative marks include, "I", "IP", "W", and "MW".

## Probation

A student shall be placed on academic probation if he or she has received evaluative grade marks in a minimum of 12 semester units of work and has a term or cumulative grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has received evaluative or non-evaluative grade marks in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student on academic probation shall be in Academic Good Standing when the student's term and cumulative grade point average is 2.0 or higher. A student on progress probation shall be in Progress Good Standing when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

## Dismissal

A student who is on academic probation shall be subject to academic dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units receiving evaluative grade marks in each of two of the student's consecutive terms of enrollment.

A student who is on progress probation shall be subject to progress dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least two of the student's consecutive terms of enrollment reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. *[state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.]*

### **Readmission**

A student who has been dismissed may request reinstatement per administrative procedures. *[conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed ]*.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

Revised 8/07

# AP 4255 Disqualification and Dismissal

## References:

Title 5 Sections 55033 and 55034

**Note:** This *procedure is legally required*. Local practice may be inserted, but should address the minimum requirements in the following examples.

**Standards for Dismissal:** A student who is on academic probation shall be subject to academic dismissal if the student has earned a cumulative grade point average of less than 2.00 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units receiving evaluative grade marks in each of two of the student's consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on progress probation shall be subject to progress dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least two of the student's consecutive semesters (reaches or exceeds fifty percent (50%)). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.]

**Dismissal Letter:** The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

## Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal to the Vice President of Student Services [**identify where petition is filed**] within five college work days [**time limit**] after the dismissal letter was electronically mailed. If the student fails to file a written petition within the five college work days [**time limit**], the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Vice President of Student Services [**identify who reviews petitions**].

The student will be continued on dismissal until the Vice President of Student Services [**designate authority**] decides on the student's appeal.

The decision of the Vice President of Student Services [**designate authority**] will be communicated to the student in writing.]. The decision of the Vice President of Student Services [**CEO or designee**] is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional term. At the end of the additional term, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

**Note:** The following standards are not legally required, but are **suggested as good practice**.

**Standards for Evaluating Appeals:** Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one term in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

**Re-Instatement after Dismissal:** A student applying for reinstatement shall not be reinstated until a minimum of two terms have elapsed. In considering whether or not students may be re-instated after a dismissal and two terms absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Documentation of circumstances or conditions which justify reinstatement, including steps taken to resolve issues leading to the dismissal.
- Documentation of plans to achieve Good Standing and academic success, including an education plan, college finance plan, and academic support plan.

Revised 8/06, **2/08**

***BP 6530 Academic Regulations***

**6530.1 Credit by Examination**

Credit by examination may be granted based on the principle that previous experience, training, or instruction is equivalent of a specific course taught by the college. Procedures for challenging courses will be developed through a shared governance process and will be published in the College Catalog.

**6530.2 Course Repetition**

The District permits students who have earned grades of "D", "F", and/or "NC" to repeat these courses.

The District permits students to repeat a course or courses with grade(s) of "C", "B", "A", or "CR" when a lapse in time, change in course content, or need to upgrade skills justifies the repetition.

The Board of Trustees authorizes the President/Superintendent to develop procedures to implement this policy. The procedures are to include a student petitioning process that must demonstrate that special circumstances do exist to justify the repeating of courses for which grades of "C", "B", "A", and/or "CR" have been awarded. These petitions are to be retained for FTES audit purposes.

**6530.3 Academic Renewal**

A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average subject to total accumulated credits and units.

The Board of Trustees authorizes the President/Superintendent to develop procedures to implement this policy.

***BP 6530 Academic Regulations***

**6530.4 Standards for Probation**

**A. Academic Probation**

A student who has attempted at least twelve (12) semester units, as shown by the official academic record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units graded according to the established College grading scale

**B. Progress Probation**

Students who have attempted at least twelve (12) semester units will be placed on progress probation when the percentage of all units attempted for which symbols of “W”, “I” and “NC” are earned reaches or exceeds 50 percent.

**C. Transfer Students**

Students transferring to Copper Mountain College from another college are subject to the same probation and dismissal policies as Copper Mountain College students.

**6530.5 Removal From Probation**

**Academic Probation**

A student on academic probation for a grade point deficiency shall be removed from probation when the student’s accumulated grade point average is 2.0 or higher.

**Progress Probation**

A student on progress probation because of an excess of units for which entries of “W,” “I,” and “NC” are recorded shall be removed from probation when the percent of units in this category drops below 50 percent.

***BP 6530 Academic Regulations***

**6530.6 Standards for Disqualification**

A student on academic probation shall be subject to disqualification if in each of three (3) consecutive semesters the student's cumulative grade average is below 1.75 in all units attempted, which were graded according to the established district grading scale.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters of enrollment.

**6530.7 Reinstatement of Disqualified Students**

A student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since disqualification. A student applying for reinstatement must submit a written request to the Counseling Center.

**6530.8 Remedial Coursework Limitation**

Remedial coursework refers to pre-collegiate basic skills courses defined as courses in reading, writing, computation, learning skills and English as a Second Language, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for remedial coursework at Copper Mountain College except as noted below:

1. Students currently enrolled in one (1) or more courses of English as a Second Language.
2. Students identified by the College Disabled Student Program as having a learning disability.
3. A student who has had this restriction waved by the College President or his/her designee because the student has shown significant, measurable progress toward the development of college-level skills. This waiver of limitation may be granted for a maximum of ten (10) semester units.

(continued on next page)

***BP 6530 Academic Regulations***

**6530.9 Auditing Classes**

The Copper Mountain Community College District does not allow the auditing of classes

**6530.10 Probationary Status Enrollment Limitations**

Students who are on probation must have approval by a counselor of his or her educational program and intended course enrollment prior to registration.

*(Title 5, Section 58106(b)(5))*

**Adopted:** September 24, 1999



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

**Date of Senate Meeting:** Aug. 16, 2012  
**Requested by:** Mike Danza  
**Subject:** Selection of Learning Management System  
**Type of Consideration:** Action Item

**Desired Outcome:** Senate approve distance education committee to work with Academic Affairs to ascertain the timeline and options for learning management systems and to determine recommendation to District and Senate regarding preferred system.

**Background:** Faculty have not played a key role in the selection of a LMS. Most recently, a “deal that couldn’t be refused” to upgrade to the newest blackboard software left faculty with no input on this important teaching tool. We want to be proactive in order to provide input and play a primary role in making the decision.



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

**Date of Senate Meeting:** 8/16/12

**Requested by:** Brad Berger

**Subject:** Faculty Offices

**Type of Consideration:**

- Action Item**
- Information/Discussion**

**Desired Outcome:**

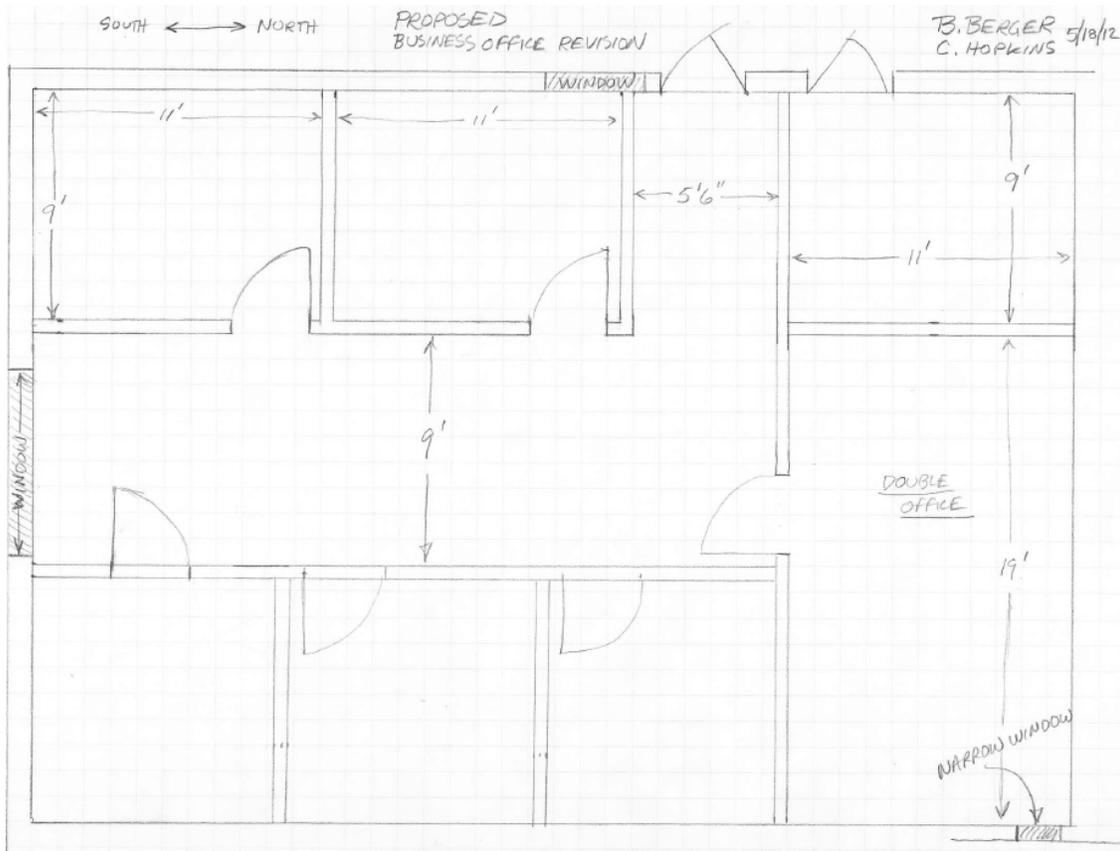
Approve recommendation to CMC Administration regarding faculty office renovation in Phase 2.

Also, approve recommendation to CMC Administration requesting participation in any future planning for facilities and their maintenance, that impact faculty (e.g., offices, classrooms, lab facilities, etc.).

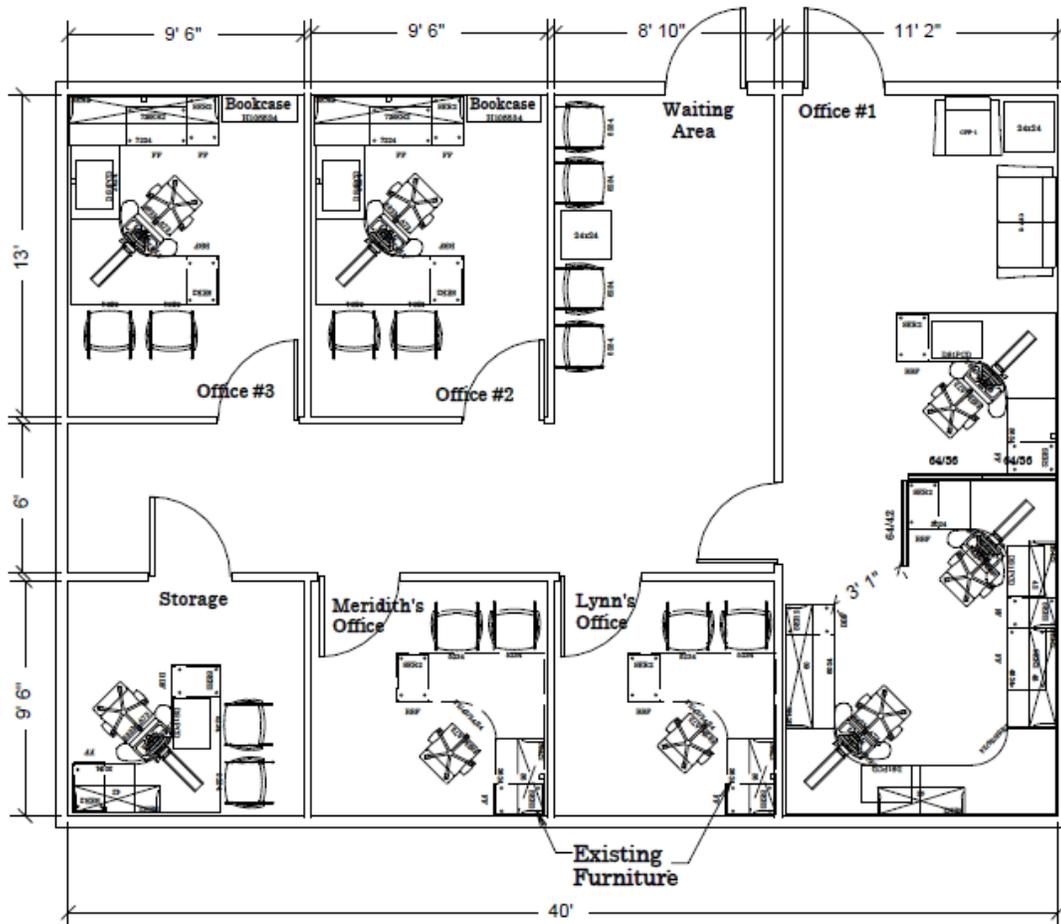
**Background:**

Faculty offices in Phase 2 are to be renovated by replacing the carpet with tile, and painting. The hallway has already been painted. No input from faculty was solicited to choose the colors. This area has primarily no natural light and the color palette for the hallways is too dark and not very uplifting. It would be nice if we could improve the color of the hallway and select colors for the offices that best mitigate the lack of natural light.

Also, at the May 17, 2012 Academic Senate meeting the Senate approved a committee to present a recommendation to the CMC Administration for improving the design for the faculty offices that will eventually be in what is now the business office. The existing design, the recommended design, and the response to the request from Dr. Wagner are attached. No changes to the existing design were granted.



Copper Mountain College  
Business Office-Revision #3  
Sierra School Equipment Co.  
David West 661-399-2993





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

**Date of Senate Meeting:** Aug. 16, 2012  
**Requested by:** Paul Friedt and Melynie Schiel  
**Subject:** Status Update on Distance Education  
**Type of Consideration:** Information/Discussion

**Desired Outcome:** The senate is provided with notes from the DE committee meeting with Dr. Wagner and that the senate is aware that the work is continuing into this academic year.

**Background:** At our last senate meeting there it was mentioned that the notes from the DE committee were distributed to all faculty. That may not have been the case so the notes are included here for discussion.

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Email from Merideth Dorner summarizing meeting with Dr. Wagner about DE issues.

**From:** Dorner, Meredith  
**Sent:** Wednesday, May 02, 2012 4:39 PM  
**To:** Dorner, Meredith; Haig, Jeffrey; Danza, Mike; Pieper, Dean; Thacker, Tony; Clerc, Antoine; Steenberg, Clayton; Panto, Danielle; Muchenje, Kylee; Norton, David  
**Cc:** Wagner, Dr. Roger; Zhou, Wei  
**Subject:** RE: Faculty Distance Education Committee meeting with Dr. Wagner

Hi everyone,

Brad Berger, Dean Pieper, Tony Thacker and I met with President Wagner to discuss the recommendations from the Distance Education Committee. Below are the suggestions and the comments/next steps suggested by Dr. Wagner:

1. In order to offer online courses effectively, we need to offer students online registration. If the new programmer position resolves this, then we only need an estimate for when that will happen. If not, we need a backup plan.

- Dr. Wagner indicated that a candidate had accepted the programmer position and would be starting soon (at half time until July or August). Dr. Wagner estimated that it would take at least 6 months to have the programming issues resolved. This would mean that we can plan on possibly having online registration in Fall 2013.

2. Blackboard courses need to be populated before the first day of class in online, hybrid and face to face classes. It also needs to update regularly to reflect changing

rosters. Again, if the new programmer position resolves this, then we only need an estimate for when that will happen. If not, we need a backup plan.

- Dr. Wagner suggested that having the programmer would probably resolve this issue but he will be talking to others in Academic affairs regarding this issue. He agrees that it would be better if face to face classes were populated an available to students before the first day of class. He said he would get back to us after he speaks to them in the next few days.

3. We need technical support for faculty and students 24/7. We would suggest the Blackboard help desk as an option and want to know where the funding would come from (Academic affairs?).

- Dr. Wagner will look into what the cost of this support would be. He agrees that we need this technical support to move forward.

4. We would like the ability to archive our own courses so that we can use them in the future and keep our old grade book material.

- Dr. Wagner will be discussing this with the Union leaders to come to some resolution. He will get back to us after he speaks to them.

5. We recommend that the college hire a faculty coordinator of distance education. Ideally, this would be a full time position for an individual whose job duties would include the following: coordinating online faculty development opportunities, the online review process and online faculty mentoring, leading faculty members in the design, development and delivery of pedagogically and visually sound online instruction. The coordinator would also identify, evaluate and responds to online faculty development and training needs to promote best practices and build online community.

- This is the only issue that Dr. Wagner thinks the college can not accommodate at this time (although he is supportive of the idea). Dr. Wagner was concerned that offering this position is not only a challenge financially, it would through the 50/50 budget out of balance and we would not be able to balance it at this time. He suggested that this position should be put into program review for Academic affairs (and possibly for each individual program). He indicated that we might be able to have such a position in the future, but with the current declining state of the state budget and the fact that the small college exemptions are no longer available, we won't be able to fund this position right now.

A few other topics came up as well:

1. Dr. Wagner suggested offering a required Blackboard/online class training class as a pre-requisite for our students to take any online course. This could help "weed out" non-serious students and would better prepare students for the unique challenges of an online class.

2. In terms of addressing the issue of having teachers be specifically qualified to teach online classes, Dr. Wagner suggested that the faculty could adopt a list of online teaching certificate programs and then use these as a basis for determining whether an individual would be qualified to teach online at CMC. Perhaps this is something that could go through the Qualifications committee as additional quals beyond minimum quals.

3. Dr. Wagner also mentioned that he had met with other Presidents of small college and they were forming a consortium of small colleges for the purposes of supporting each other. HE said that it might be possible to make use of some of their resources regarding online education. He will let us know after he talks to them again. I think that's all for now. I will schedule a committee meeting after we hear back from the President regarding the issues into which he's looking.

Thanks,

Meredith Dorner  
[mdorner@cmccd.edu](mailto:mdorner@cmccd.edu)  
Biology Department  
Copper Mountain College