



## ACADEMIC SENATE

Agenda for Feb 6<sup>th</sup> 2014, 3:00 pm to 5:00 pm, room 225

- A. Confirmation of the Agenda for Feb 6<sup>th</sup>, 2014**
- B. Approval of the Minutes for January 16<sup>th</sup>, 2014**
- C. Audience comments.** *This section of the agenda is reserved for senate guests who wish to speak on items not on the agenda. Comments are limited to a total of three 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, the motion should be made during agenda confirmation, item A above.*

- a. ART 031 Approval of Credit by Exam designation
- b. Approve the following updated CORs
  - i. N-010
  - ii. N-015
  - iii. N-020
  - iv. N-025
  - v. N-027
  - vi. RDG-051
- c. Deactivate the following courses
  - i. AUTO 087 A-C
  - ii. AUTO 088 A-C
- d. CTRAC Minutes from October 11<sup>th</sup> and December 13<sup>th</sup> 2013

### E. Discussion/Action Items:

- a. Hiring Committee Members
  - i. Nursing, 1 FT Tenure Track, 1 FT Non-Tenure Track (3 faculty and 2 alternates needed)  
First interviews tentatively April/May
  - ii. General Counselor, Part-time (3 faculty and 2 alternates needed) First interview week of March 17<sup>th</sup>
- b. CMC Student Code of Academic Integrity

### F. Information/Discussion

- a. Determine faculty needs at March All Staff Day/FLEX
- b. Transcript Evaluator Job Description
- c. Student Showcase
  - i. February – Itnyre
  - ii. March -

#### CMC Academic Senate 10 +1 Title 5 responsibilities delineated in CMC Board Policy

Academic and Professional matters refer to the following:

- 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

**Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.**

- d. College Council Meeting Minutes
- e. Budget and non-budget priorities

**G. Committee Reports:**

**a. Senate Committees**

- i. **Curriculum** - Allen, Armstrong, Berger, Blauwkamp, Brakebill, Case, Compton, Delaney, Hopkins, **Llort**, Norton, Powell, Thacker, Schiel, Wahl
- ii. **Library** - Allen, Dorner, Friedt, Norton, Steenberg, Norton, **Hopkins**, Pieper
- iii. **Professional Standards and ethics** - Chesterman, Itnyre, **Llort**, Thacker
- iv. **Educational Technology - Danza**, Haig, Holley, Powell, Llort, Muchenje, Friedt, Norton, Compton, Stults, Dorner
- v. **Cultural Education Enhancement - Allen**, Baird, Downer, Pieper, Norton
- vi. **FLEX - Berger**, McLaughlin, Brakebill, Blauwkamp
- vii. **Minimum Qualifications and Equivalency** - Armstrong, Haig, **Hopkins**, Itnyre, Llort, Wahl, Thacker, Walker, McLaughlin, Friedt
- viii. **Academic Integrity** - Chesterman, Danza, Parkin, Walker, Downer

**b. District Committees:**

- i. **Academic Calendar** – Norton (Alternate: Blauwkamp)
- ii. **Student Success and Support Committee** - Baird, Chesterman, Muchenje, Norton, Schiel, Compton, Thacker, Berger, McLaughlin
- iii. **Basic Skills** - Baird, Norton, **Thacker**, Muchenje, Hopkins, Gallagher
- iv. **Budget Advisory** - Norton
- v. **Equal Employment Opportunity** - Case
- vi. **Graduation** - Baird, Itnyre
- vii. **Scholarship** – Chesterman, Hopkins, Llort
- viii. **Desert Studies** - Bridenbecker, Case, Compton, **Delaney**, Dorner, Pieper, Allen, Norton, McLaughlin
- ix. **Technology** - Powell (Alternate: Danza)
- x. **Employee Development Fund** - Friedt (Alternate: Armstrong)
- xi. **Professional Development** – Berger (Alternate:)
- xii. **Perkins** – Blauwkamp, Dorner, Friedt, Gallagher, Haig, Powell, Schiel, Steenberg, Wahl, Brakebill
- xiii. **Salary Advancement** – Muchenje, Compton

**H. Senate Reports**

- a. **Officers**
- b. **SLOA Coordinator**
- c. **Part-time faculty representative**
- d. **Senators**

**I. Associated Students**

**J. Administration**

**K. Board of Trustees**

**L. Items for next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)**

**Thursday January 16, 2014**

**Copper Mountain College  
Academic Senate  
Minutes**

Present (bold denotes those not in attendance): **Cathy Allen**, Andrea Armstrong, Ellen Baird, Brad Berger, Christi Blauwkamp, Jim Brakebill, **Bruce Bridenbecker**, Glenda Case, Gregg Chesterman, Kathleen Chlebik, Robert Compton, Mike Danza, Paul Delaney, Joe DeSantis (returned from the dark side), **Meredith Dorner**, **Spelman Downer**, Paul Friedt, Marla Gallagher, Zachary Ginder, Jeffrey Haig, John Holley, Carolyn Hopkins, Cathy Itnyre, Damaris Lizarraga, **Yadira Llord**, **Colin Maclaughlin**, **Leann Matlin**, **Lonnie Mills**, Kylee Muchenje, Laura Nankervis, David Norton, **Dawn Page**, **Steven Parkin**, Dean Pieper, **Jim Powell**, **Melynie Schiel**, Clayton Steenberg, **Tony Thacker**, **Kathleen Wahl**, **Michel Walker**, and **Heidi Wilcox-Steins**.

**Also in attendance:** Tyler Long, ASCMC Representative; Randy Smith, ASCMC President; Greg Brown, VP of E; Andrea Riesgo, Director of Human Resources

**Agenda** for January 16<sup>th</sup>, 2014, 3:00 pm to 5:00 pm, room 225

**A. Confirmation of the Agenda for January 16<sup>th</sup>, 2014**

Berger motioned to approve, second by Itnyre, approved.

**B. Approval of the Minutes for December 5<sup>th</sup>, 2013**

Itnyre motioned to approve, second by Holins, approved.

**C. Audience comments.** *This section of the agenda is reserved for senate guests who wish to speak on items not on the agenda. Comments are limited to a total of three minutes for each person giving comments.*

Robert Wanless, Vala Stultz, CMCAS Part-time Representative spoke to the issue of part-time training/orientation.

**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, the motion should be made during agenda confirmation, item A above.*

Hopkins motioned to approve, second by Compton, approved.

**a.** Approve the following course outline(s) of record

i. PSY005 Behavioral and Social Science Research Methods

**b.** Deactivate the following courses:

i. CJ 022 Police Supervision

ii. ART 025A Beginning Acrylic Painting

iii. ART 025B Intermediate Acrylic Painting

- c. Accept Curriculum Minutes for November 14<sup>th</sup> 2013
- d. Accept CTRAC Minutes from October 11<sup>th</sup> 2013
- e. Accept PSEC Minutes from September 4<sup>th</sup> 2013

**E. Discussion/Action Items:**

- a. Danza requested any Discussion/Action Items from the December 5<sup>th</sup> 2013 meeting not addressed brought forward. Need to review agenda and bring forward next meeting.
- b. Necessary lifesaving equipment and training on campus  
Berger stated Llorca placed agenda item to discuss evacuation procedures and lifesaving equipment (defibrillators on campus). Hopkins stated subject should be addressed by Safety Committee. Armstrong concerned that there have not been fire drills during evening classes. Baird suggested adding evacuation plan to syllabi. DeSantis make evacuation plan voluntary and request fire drills in both AM and PM. Compton asked Brakebill to take forward to Safety Committee. No further action taken at this time.
- c. Sabbatical Applications for 2014-2015  
Chesterman stated no applications approved (as per guidelines) at this time. Compton suggested the committee should submit their recommendations to academic senate for approval. Hopkins noted that approving committee recommendations the academic senate has not seen may be a Brown Act violation. Compton requested the committee submit all application(s) summaries, ranked with recommendation for approval or disapproval, and justifications made by committee for academic senate approval.
- d. Change to Sabbatical Work-plan  
Hopkins stated she may have to adjust her sabbatical work-plan due to changes brought on by statewide initiative for library workshops. She may only need to complete three. DeSantis motioned to approve change minimum from five to three workshops, second by Berger, approved.

**F. Information/Discussion**

- a. Continue discussion of Program Review and SLO dialogue flowchart  
Hopkins asked if the flowchart should amended to place Academic Senate above Academic Affairs. DeSantis voiced his concern that the flow may get bogged down and suggested Academic Senate and Academic Affairs get Program Reviews simultaneously. Hopkins suggesting changing arrow to two two-way arrows to accomplish that in the flowchart. Hopkins also suggested adding Student Support (from Non-Instructional) to flow to both Instructional and Non-Instructional sides. Hopkins will change the flowchart and give to Schiel to present at the next College Council meeting.

- b. Student Showcase
  - i. January - Schiel
  - ii. February - Itnyre
  - iii. March - Baird

## G. Committee Reports:

### a. Senate Committees

- i. **Curriculum** - Allen, Armstrong, Berger, Blauwkamp, Brakebill, Case, Compton, Delaney, Hopkins, **Llort**, Norton, Powell, Thacker, Schiel, Wahl
- ii. **Library** - Allen, Dorner, Friedt, Norton, Steenberg, Norton, **Hopkins**, Pieper  
Hopkins advised new library employee may be contacting us while she is on sabbatical.
- iii. **Professional Standards and ethics** - Chesterman, Itnyre, **Llort**, Thacker
- iv. **Educational Technology** - **Danza**, Haig, Holley, Powell, Llort, Muchenje, Friedt, Norton, Compton, Stults, Dorner  
Danza reported that Ed Tech would like to once again request Academic Affairs populate Blackboard shells at the beginning of the semester.
- v. **Cultural Education Enhancement** - **Allen**, Baird, Downer, Pieper, Norton  
Pieper reported that the CEEC event was a success!
- vi. **FLEX** - **Berger**, McLaughlin, Brakebill, Blauwkamp  
Blauwkamp advised we may be partnering with articulating institutions during future FLEX activities.
- vii. **Minimum Qualifications and Equivalency** - Armstrong, Haig, **Hopkins**, Itnyre, Llort, Wahl, Thacker, Walker, McLaughlin, Friedt
- viii. **Academic Integrity** - Chesterman, Danza, Parkin, Walker, Downer  
Danza reported the Copper Penny will be published this semester.

### b. District Committees:

- i. **Academic Calendar** – Norton (Alternate: Blauwkamp)
- ii. **Student Success and Support Committee** - Baird, Chesterman, Muchenje, Norton, Schiel, Compton, Thacker, Berger, McLaughlin
- iii. **Basic Skills** - Baird, Norton, **Thacker**, Muchenje, Hopkins, Gallagher
- iv. **Budget Advisory** - Norton
- v. **Equal Employment Opportunity** - Case

- vi. **Graduation** - Baird, Itnyre
- vii. **Scholarship** – Chesterman, , Gallagher, Hopkins, Llorca
- viii. **Desert Studies** - Bridenbecker, Case, Compton, **Delaney**, Dorner, Pieper, Allen, Norton, McLaughlin
- ix. **Technology** - Powell (Alternate: Danza)
- x. **Employee Development Fund** - Friedt (Alternate: Armstrong)
- xi. **Professional Development** – Berger (Alternate: DeSantis)
- xii. **Perkins** – Blauwkamp, Dorner, Friedt, Gallagher, Haig, Powell, Schiel, Steenberg, Wahl, Brakebill
- xiii. **Salary Advancement** – Muchenje, Compton

## **H. Senate Reports**

- a. **Officers**
- b. **SLOA Coordinator**
- c. **Part-time faculty representative**
- d. **Senators**

Itnyre announced the Roman Banquet March 15<sup>th</sup>, 2014.

## **I. Associated Students**

Randy Smith advised the Associated Students has completed the Academic Integrity statement and will be bringing it forward.

## **J. Administration**

Greg Brown stated we have lower enrollment at this time than this time last year (about 200 fewer students). The number of 18 to 25 year old students has increased. RISE program may be having an impact there.

Andrea Riesgo stated the lawsuit was resolved favorably (contrary to the newspaper report), the court found no Brown Act violation by CMC. Riesgo also welcomed new employees and stated Pamela Kersey will start work February 3<sup>rd</sup>.

## **K. Board of Trustees**

### **L. Items for next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)**

Sandy Smith bringing food to the next Academic Senate meeting!



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

**Date of Senate Meeting:** February 6, 2014

**Requested by:** Curriculum

**Subject:** Add Credit by Exam option for **ART-031** (Allen)

**Type of Consideration:** Consent agenda

**Desired Outcome:** TMC-related change.

**Background:** None.

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

**Date of Senate Meeting:** February 6, 2014

**Requested by:** Curriculum

**Subject:** Approval of these CORs:

- N-010
- N-015
- N-020
- N-025
- N-027
- RDG-051

**Type of Consideration:** Consent agenda

**Desired Outcome:** Academic Senate to approve these revised CORs, their prerequisites, co-requisites, Distance Education modality, and CSU Transferability. Each COR specifies its implementation semester.

**Background:** These were approved by Curriculum Committee members on 23 January 2014.

1. **N-010** (Blauwkamp) *Nursing Foundations* **REVISIONS: (DO NOT ANSWER IF THIS IS A NEW COURSE)**

- Title Change
- Course Number Change
- Catalog Description
- Change in units from \_\_\_\_\_ to \_\_\_\_\_
- Change/update course outline
  - Entrance Skills
  - Student Learning Outcomes (formerly objectives)
  - Course Content and Scope
  - Instructional Methodology
  - Assignments
  - Methods of Evaluating Student Progress
  - Textbook
- Create new distance education addendum
- Revise/update distance education addendum
- Change in MIS data element CB01, \_\_\_\_\_
- Other (specify) \_\_\_\_\_

2. **N-010** (Blauwkamp) *Nursing Foundations* Prerequisite or Co-requisite Courses or Advisories:

- Advisory:
- Prerequisite: Admission to the Associate Degree Nursing Program
- Co-requisite:

3. **N-015** (Blauwkamp) *Concepts of Nursing Practice I* **REVISIONS: (DO NOT ANSWER IF THIS IS A NEW COURSE)**

- Title Change
- Course Number Change
- Catalog Description

- Change in units from \_\_\_\_\_ to \_\_\_\_\_
- Change/update course outline
  - Entrance Skills
  - Student Learning Outcomes (formerly objectives)
  - Course Content and Scope
  - Instructional Methodology
  - Assignments
  - Methods of Evaluating Student Progress
  - Textbook
- Create new distance education addendum
- Revise/update distance education addendum
- Change in MIS data element CB01, \_\_\_\_\_
  - Other (specify) \_\_\_\_\_

4. **N-015** (Blauwkamp) *Concepts of Nursing Practice I* Prerequisite or Co-requisite Courses or Advisories:

- Advisory:
- Prerequisite: N-010 with a grade of "C" or better.
- Co-requisite:

5. **N-020** (Blauwkamp) *Concepts of Nursing Practice II* **REVISIONS: (DO NOT ANSWER IF THIS IS A NEW COURSE)**

- Title Change
- Course Number Change
- Catalog Description
- Change in units from \_\_\_\_\_ to \_\_\_\_\_
- Change/update course outline
  - Entrance Skills
  - Student Learning Outcomes (formerly objectives)
  - Course Content and Scope
  - Instructional Methodology
  - Assignments
  - Methods of Evaluating Student Progress
  - Textbook
- Create new distance education addendum
- Revise/update distance education addendum
- Change in MIS data element CBN01, CB02 \_\_\_\_\_
- Other (specify) \_\_\_\_\_

6. **N-020** (Blauwkamp) *Concepts of Nursing Practice II*

Prerequisite or Co-requisite Courses or Advisories:

- Advisory:
- Prerequisite: N-015 with a grade of "C" or better
- Co-requisite:

7. **N-025** (Blauwkamp) *Concepts of Mental Health Nursing* **REVISIONS: (DO NOT ANSWER IF THIS IS A NEW COURSE)**

- Title Change
- Course Number Change
- Catalog Description
- Change in units from 4.5 to 3
- Change/update course outline
  - Entrance Skills
  - Student Learning Outcomes (formerly objectives)
  - Course Content and Scope
  - Instructional Methodology
  - Assignments
  - Methods of Evaluating Student Progress

- Textbook
- Create new distance education addendum
- Revise/update distance education addendum
- Change in MIS data element CB01, CB02, CB06, CB07, \_\_\_\_\_
- Other (specify) \_\_\_\_\_

8. **N-025** (Blauwkamp) *Concepts of Mental Health* Prerequisite or Co-requisite Courses or Advisories:

- Advisory:
- Prerequisite: N-015 with a grade of "C" or better.
- Co-requisite:

9. **NEW COURSE : N-027** (Blauwkamp) *Concepts of Gerontological Nursing* **REVISIONS: (DO NOT ANSWER IF THIS IS A NEW COURSE)**

- Title Change
- Course Number Change
- Catalog Description
- Change in units from \_\_\_\_\_ to \_\_\_\_\_
- Change/update course outline
  - Entrance Skills
  - Student Learning Outcomes (formerly objectives)
  - Course Content and Scope
  - Instructional Methodology
  - Assignments
  - Methods of Evaluating Student Progress
  - Textbook
- Create new distance education addendum
- Revise/update distance education addendum
- Change in MIS data element \_\_\_\_\_
- Other (specify) \_\_\_\_\_

10. **NEW COURSE : N-027** (Blauwkamp) *Concepts of Gerontological Nursing* Prerequisite or Co-requisite Courses or Advisories:

- Advisory:
- Prerequisite: N-025 with a grade of "C" or better.
- Co-requisite:

11. **NEW COURSE : N-027** (Blauwkamp) *Concepts of Gerontological Nursing* **Transfer to CSU.**

12. RDG-051 (Muchenje) Add D.E. modality to this current COR.



Copper Mountain College  
Academic Senate Agenda Packet  
(ASAP)

**Date of Senate Meeting: February 6, 2014**

**Requested by:** Curriculum

**Subject:** Course deactivations, faculty initiated.

**Type of Consideration:** Consent agenda

**Desired Outcome:** Approval by Academic Senate.

**Background:** Faculty initiated deactivations (below), with their reasons and effective dates indicated. These were approved by Curriculum Committee on January 23, 2014.

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**Deactivations:**

1. **Course Number:** Auto 87A **Course Name:** B.A.R. Citation 1  
Faculty Initiator : Paul Friedt Effective Date of Deactivation **Spring 2014**  
**Reason for Deactivation:** BAR no longer has the following Citation classes: Citation Level 1, Citation Level 2, and Citation Level 3.
  
2. **Course Number:** Auto 87B **Course Name:** B.A.R. Citation 1  
Faculty Initiator : Paul Friedt Effective Date of Deactivation **Spring 2014**  
**Reason for Deactivation:** BAR no longer has the following Citation classes: Citation Level 1, Citation Level 2, and Citation Level 3.
  
3. **Course Number:** Auto 87C **Course Name:** B.A.R. Citation 1  
Faculty Initiator : Paul Friedt Effective Date of Deactivation **Spring 2014**  
**Reason for Deactivation:** BAR no longer has the following Citation classes: Citation Level 1, Citation Level 2, and Citation Level 3.
  
4. **Course Number:** Auto 88A **Course Name:** B.A.R. Citation 1  
Faculty Initiator : Paul Friedt Effective Date of Deactivation **Spring 2014**  
**Reason for Deactivation:** BAR no longer has the following Citation classes: Citation Level 1, Citation Level 2, and Citation Level 3.
  
5. **Course Number:** Auto 88B **Course Name:** B.A.R. Citation 1  
Faculty Initiator : Paul Friedt Effective Date of Deactivation **Spring 2014**  
**Reason for Deactivation:** BAR no longer has the following Citation classes: Citation Level 1, Citation Level 2, and Citation Level 3.
  
6. **Course Number:** Auto 88C **Course Name:** B.A.R. Citation 1  
Faculty Initiator : Paul Friedt Effective Date of Deactivation **Spring 2014**  
**Reason for Deactivation:** BAR no longer has the following Citation classes: Citation Level 1, Citation Level 2, and Citation Level 3.



**Curriculum Technical Review Advisory Committee (CTRAC)**  
**MINUTES**

Date/Time: October 11, 2013      Time: 8:30am – 12:00 noon      Location: **Library Meeting Room**  
Chair/Secretary: **Yadira Llort**

CTRAC MEMBERS (bold font denotes not in attendance): **Andrea Armstrong, Christi Blauwkamp, Jim Brakebill**, Carolyn Hopkins, Yadira Llort, David Norton.

GUESTS: Melynie Schiel, Clayton Steenberg, Michel Walker

I. Approval of Agenda: MSU/Hopkins, Llort

II. Approval of Minutes: From September 13, 2013.

II. Chair's Report: The September 27, 2013 CTRAC session was cancelled.

IV. ACTION ITEMS, COURSE OUTLINES OF RECORD TO BE REVIEWED: **PLEASE NOTE THAT ORDER MAY CHANGE TO ACCOMMODATE SCHEDULING, AVAILABILITY, DEADLINE OR OTHER ISSUES.**

1. BUMA-001 (Schiel) MSU/Hopkins, Norton
2. ~~BURE-081 (Schiel/Burge)~~ *Tabled from last 13 Sept 2013 CTRAC session. No new version has been submitted since then.*
3. ENG-001B *Tabled, tentative agenda placement, this may have TMC-deadline compliance issue. None received for October 11, 2013.*
4. ENG-003A (Walker) MSU/Hopkins, Norton
5. ENG-005A (Walker) MSU/Hopkins, Norton
6. ENG-005B (Walker) MSU/Hopkins, Llort
7. ENG-050 (Walker) MSU/Hopkins, Norton
8. CJ-002 (Steenberg) MSU/Hopkins, Norton
9. CJ-003 (Steenberg) **Tentatively approved pending more content on this COR. Steenberg states he can send it by Monday, 14 October 2013.** MSU/Hopkins, Llort
10. CJ-006 (Steenberg) **Tentatively approved pending more content on this COR. Steenberg states he can send it by Monday, 14 October 2013.** MSU/Hopkins, Llort
11. CJ-007 (Steenberg) MSU/Llort, Hopkins
12. CJ-010 (Steenberg) **Tentatively approved pending more content on this COR. Steenberg states he can send it by Monday, 14 October 2013.** MSU/Hopkins, Llort
13. CJ-032 (Steenberg) **Tentatively approved pending more content on this COR. Steenberg states he can send it by Monday, 14 October 2013.** MSU/Llort, Hopkins
14. MATH-01A (Compton) *Tabled due to lack of time.*
15. MATH-01B (Compton) *Tabled due to lack of time.*
16. MATH-02A (Holley) *Tabled due to lack of time.*
17. MATH-02B (Compton) *Tabled due to lack of time.*

V. Motion to adjourn: 11:45am

**CTRAC meeting dates for AY 2013-2014 are:** 25 Oct 2013 *extra session*, 8 Nov 2013, 13 Dec 2013, 24 Jan 2014, 7 Feb 2014, 21 Feb 2014 *extra session*, 7 Mar 2014, 21 Mar 2014 *extra session*, 11 Apr 2014, 25 Apr 2014 *extra session*, 9 May 2014.

Please submit all course outlines electronically to [Curriculum@cmccd.edu](mailto:Curriculum@cmccd.edu). This will send to Yadira Llort (Chair, CTRAC & Curriculum) and Jason Hotch (Curriculum Program Assistant).



**Curriculum Technical Review Advisory Committee (CTRAC)**  
**MINUTES**

Date/Time: December 13, 2013      Time: 8:30am – 12:00 noon      Location: **Library Meeting Room**  
Chair/Secretary: **Yadira Llort**

CTRAC MEMBERS: Andrea Armstrong, Christi Blauwkamp, Jim Brakebill, Carolyn Hopkins, Yadira Llort, David Norton.

GUESTS:

I. Approval of Agenda: MSU/Norton, Brakebill

II. Approval of Minutes: From October 11, 2013. MSU/Norton, Brakebill

III. Chair's Report: November 8, 2013 session was cancelled due to absence of faculty initiators for courses on the agenda.

IV. ACTION ITEMS, COURSE OUTLINES OF RECORD TO BE REVIEWED: **PLEASE NOTE THAT ORDER MAY CHANGE TO ACCOMMODATE SCHEDULING, AVAILABILITY, DEADLINE OR OTHER ISSUES.**

1. ENG-001B *Tentative agenda placement, this may have TMC-deadline compliance issue.*
2. N-010 (Blauwkamp) Discussion and decision to leave the active verbs within Course Content section owing to the Nursing requirements. MSU/Hopkins, Norton
3. N-015 (Blauwkamp) Discussion also focused on how long and who decides to remove or publish (for how long) published information regarding course number or title changes are maintained. Chair to talk to Joe about this decision, because it can affect students and historical reference. This is the type of information (from DATATEL) that students do not have access to. MSU/Hopkins, Armstrong
4. N-020 (Blauwkamp) MSU/Norton, Armstrong
5. N-025 (Blauwkamp) MSU/Hopkins, Norton
6. N-027 (Blauwkamp) MSU/Armstrong, Hopkins
7. CJ-030 (Steenberg) *Tabled due to lack of faculty initiator representation.*
8. PE-052(Qualified faculty) *Tabled due to lack of time.*
9. PE-062 (Qualified faculty) *Tabled due to lack of time.*
10. PE-091 (Qualified faculty) *Tabled due to lack of time.*
11. PE-096 (Qualified faculty) *Tabled due to lack of time.*
12. PE-098 (Qualified faculty) *Tabled due to lack of time.*

V. Motion to adjourn

**CTRAC meeting dates for AY 2013-2014 are:** 24 Jan 2014, 7 Feb 2014, 21 Feb 2014 *extra session*, 7 Mar 2014, 21 Mar 2014 *extra session*, 11 Apr 2014, 25 Apr 2014 *extra session*, 9 May 2014.

Please submit all course outlines electronically to [Curriculum@cmccd.edu](mailto:Curriculum@cmccd.edu). This will send to Yadira Llort (Chair, CTRAC & Curriculum) and Jason Hotch (Curriculum Program Assistant).



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

**Date of Senate Meeting:** February 06, 2014

**Requested by:** David W Norton (for ASCMC, Randy Smith—President)

**Subject:** CMC Student Code of Academic Integrity

**Type of Consideration:**

- Action Item**
- Information/Discussion**

**Desired Outcome:**

The Associated Students of Copper Mountain College (ASCMC) have created a new “Student Code of Academic Integrity” and present it to the CMC Academic Senate for consideration. ASCMC requests that the Academic Senate either approve it or make revisions as necessary and then approve it.

**Background:**

The Academic Senate requested ASCMC create a new “Student Code of Academic Integrity,” and after research and discussion, ASCMC created the attached statement and requests Academic Senate approval.

# Copper Mountain College

## Student Code of Academic Integrity

<http://www.cmccd.edu/Student-Code-of-Academic-Integrity-including-PLAGIARISM>

### Honor Code

In accordance with the Honor Code,  
I will not engage in dishonesty in my  
academic activities, and I will not tolerate such  
dishonesty by other students.

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Signature

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Date

**Signing and dating above affirms that you, the student, read, understood, and agrees to the Student Code of Academic Integrity**



Created by: the Associated Students of Copper Mountain College

Copper Mountain Community College District officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic work by their students. The most effective way to promote academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish. Student academic dishonesty is a serious offense at Copper Mountain College because it undermines the bonds of trust and honesty between members of the college community and defrauds those students who eventually depend upon our knowledge and integrity. Student academic dishonesty consists of the following:

1. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.
4. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise. Plagiarism, from the Latin *plagiarius* (kidnapper), refers to the “unacknowledged” use of another person’s words, ideas, or information. Rewriting, paraphrasing, summarizing, putting a passage into one’s own words without recognizing the original source are still plagiarism: credit must be given to the author or creator.

**Plagiarism** can carry serious consequences, resulting in course failure and/or expulsion. Please refer to the “Student Rights and Responsibilities” section of the Copper Mountain College Catalog.

The following are examples of plagiarism:

1. Copying and pasting text from CD ROMS.
2. Copying and pasting text from web sites.
3. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers.
4. Modifying or scanning any text.
5. Replacing words in the text using a thesaurus.
6. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgment.
7. Using photographs, images, video, or audio without permission or acknowledgment.
8. Using another student’s work and claiming it as your own (even with permission).

# Why Academic Integrity is Important

## The Honor Pledge

### ***I am here to learn.***

A college education is not only about earning a degree. A degree signifies that a student has engaged in the process of learning. At the college level, learning includes the acquisition of knowledge and the ability to apply that knowledge. In addition, the process of learning is intended to develop in students the ability to think for themselves, as this ability is necessary for professional and personal growth and success.

### ***Through learning, I will strive to become a better person and a more valuable contributor to society.***

Learning, as described above, involves accepting individual responsibility for our actions. Becoming a better person means becoming ever more responsible as a decision maker both professionally and personally. Professionally, the enhancement of knowledge and the development of critical thinking skills will help students to become better employees and leaders. Personally, the process of learning leads to reliability in friendships and family relationships. The learning that occurs in college is also vitally important for society as a whole, which can function effectively only when it is comprised of good citizens and good professionals.

### ***I understand that dishonesty in the classroom, through cheating, plagiarism or other dishonest acts, defeats this purpose and disgraces the mission and quality of a Copper Mountain College education.***

Because academic dishonesty is incompatible with learning, dishonest students do a disservice to their employers, since they will be less able to apply their knowledge successfully and less able to learn new skills in the workplace. Such individuals also do a disservice to their friends and families, because they will be less reliable in friendships and family relationships. In addition, such individuals do a disservice to society, since a well-functioning society depends on honesty, knowledge and understanding. Academic dishonesty undermines the support of employers, friends, family and society and disgraces the mission and purpose of Copper Mountain College, which is to produce responsible graduates who will make valuable contributions to society.

### ***Therefore, I make the following pledge: in accordance with the Honor Code, I will not engage in dishonesty in my academic activities, and I will not tolerate such dishonesty by other students.***

In agreeing to this pledge, students make the explicit promise to engage in learning, not to undermine it. This pledge is a promise to refrain from committing dishonest acts, either by receiving, using or providing unauthorized information. Students also promise to report to an instructor, or appropriate authority, any dishonest activity they should witness. When students honor this pledge, they better themselves, better society, and promote an important goal of Copper Mountain College.



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# Copper Mountain College

## Student Code of Academic Integrity

<http://www.cmccd.edu/Student-Code-of-Academic-Integrity-including-PLAGIARISM>

### Honor Code

In accordance with the Honor Code,  
I will not engage in dishonesty in my  
academic activities, and I will not tolerate such  
dishonesty by other students.

Copper Mountain Community College District officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic work by their students. The most effective way to promote academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish. Student academic dishonesty is a serious offense at Copper Mountain College because it undermines the bonds of trust and honesty between members of the college community and defrauds those students who eventually depend upon our knowledge and integrity. Student academic dishonesty consists of the following:

1. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.
4. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise. Plagiarism, from the Latin plagiarus (kidnapper), refers to the "unacknowledged" use of another person's words, ideas, or information. Rewriting, paraphrasing, summarizing, putting a passage into one's own words without recognizing the original source are still plagiarism: credit must be given to the author or creator.

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## Comment Card

*Use the space below for any questions, comments, concerns, criticism, suggestions, and/or recommendations. It is not necessary to provide your information, but if you would like to be contacted regarding your statements, please provide your preferred contact information. Please write legibly. Please return to an ASCMC member, the ASCMC Advisor, or the ASCMC office in Bruce's Café.*

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Contact info

(optional):

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

**Date of Senate Meeting:** 2/6/14

**Requested by:** FLEX Committee

**Subject:** Determine faculty needs at March All Staff Day/FLEX

**Type of Consideration:**

- Action Item**
- Information/Discussion**

**Desired Outcome:** Provide list of professional development activities that faculty would like to see at the March All Staff Day/FLEX.

**Background:**

COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT  
Classified Job Description

## TRANSCRIPT EVALUATOR

### DEFINITION:

Under the direction of the Executive Vice President for Academic and Student Affairs, the Transcript Evaluator performs a variety of complex duties utilizing the District's resources to evaluate student records to determine course equivalencies and graduation and certificate eligibility. In addition, this position performs specialized transcript evaluations and provides information to District employees and students; evaluates transcripts for acceptability for various college degrees and certification requirement; input data into the District's database management system; performs related duties as assigned.

### REPRESENTATIVE DUTIES:

- ❖ Evaluate transferable credit(s) from high school or other higher education institutions; apply transfer information to students' academic record.
- ❖ Evaluate course equivalencies, apply approved course substitutions, other prerequisite criteria to complete prerequisite validation and for degree and certificate requirements.
- ❖ Verify student cumulative data and grade point average, and conversion of data to semester system if prior educational institution operated on a quarter system.
- ❖ Perform preliminary evaluation on student transcripts for associate degree and certificates; verify documents for course acceptance; send correspondence to students regarding documents for transfer credit evaluation; consult with counselors. Assist with commencement ceremony as required.
- ❖ Process and evaluate incoming transcripts according to college procedures.
- ❖ Receive and post transcripts credits from other schools, Advanced Placement units, CLEP information and units, and military credit acceptance to student transcript file in the database.
- ❖ Research past student records for transfer acceptance related to registration, enrollment, or educational progress as requested.
- ❖ Properly use post-secondary education course equivalency

resources and data bases, transfer database, including ASSIST, College Source, etc.

- ❖ Maintain file of academic rulings and policy decisions affecting transcript evaluations. Update and maintain database and other related software programs, documents and files.
- ❖ Support the Articulation Officer by reviewing and confirming the accuracy and information in the college catalog and other related documents pertaining to the transferability of courses.
- ❖ Apply and explain the District's policies and procedures related to transfer credit acceptance and application. May assist with the creation and updating District policies and procedures.
- ❖ Support the Articulation Officer and other staff regarding curriculum changes and their effect on evaluation and transfer.
- ❖ Provide assistance and information to students, staff, and the public regarding transfer process, eligibility, and other student services tasks.
- ❖ Work with student services staff members as a team to address internal and external communication issues.
- ❖ Assist in the maintenance of course equivalency databases. Participate in the input of data into the computerized student information system.
- ❖ Assist with the preparation of statistical and other related reports.
- ❖ Assist with maintenance and troubleshooting of the degree auditing program.
- ❖ As part of the student services team, assist in the training of part-time and permanent staff members.
- ❖ May assist with registration.
- ❖ Perform related duties as assigned.

#### EMPLOYMENT STANDARDS:

- ❖ Education and Experience: Possession of an Associate's degree or two (2) years towards a Bachelor degree and three (3) years of increasingly responsible clerical and analytical experience including one year admissions and records or student services experience. Prefer community college experience and understanding of transfer databases.
- ❖ Knowledge of: Modern office practices, procedures and equipment; record-

keeping techniques; operation of a computer and data entry techniques; proficiency in Microsoft Suite and other relative computer software; oral and written communication skills; interpersonal skills using tact, patience and courtesy; knowledge of commonly applied post-secondary education course equivalency resources and data bases; research and apply sections of state education code, Title 5 and other related laws.

- ❖ Ability to: Perform technical clerical and public contact work in support of Student Services and public sector; operate a computer and assigned software; learn and use Colleague and/or other District database software system; communicate effectively both orally and in writing to exchange information; maintain records and prepare reports; understand and follow oral and written instructions; read, interpret and communicate policies, guidelines, regulations and laws to staff, students and public; prioritize and schedule work; read a variety of materials; meet schedules and time lines; detail orientated; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; assist with training others; work independently with little direction; analyze problems, correct and recommend solutions; evaluate student transcripts and determine eligibility; make arithmetic calculations with speed and accuracy; sit or stand for extended periods of time; bend at the waist, kneel or crouch.

#### PHYSICAL CHARACTERISTICS:

- ❖ Vision sufficient to read computer screens and handwritten and printed documents.
- ❖ Kneeling, crouching bending and reaching overhead, above the shoulders and horizontally to obtain or replace files and records or supplies.
- ❖ Must be able to sit or stand for long periods of time.
- ❖ Speech and hearing to communicate in person or by telephone.
- ❖ Manual dexterity sufficient to use a variety of office equipment, computer keyboards and manipulate paper.
- ❖ Able to lift supplies and materials up to 25 pounds.

#### PERSONAL CHARACTERISTICS:

- ❖ Must be able to remain calm under stress and reassure others.
- ❖ Must be willing to work as a team member who is friendly, reliable and sensitive to the needs of others.
- ❖ Must be able to respond to District and student needs and refer when appropriate.
- ❖ Display sensitivity to diverse student population.
- ❖ Must be able to stay on task with frequent interruptions.

WORKING CONDITIONS:

- ❖ Busy community college office.
- ❖ Competing deadlines and work under time constraints.
- ❖ Work with frequent interruptions.

SUPERVISION:

Supervision is received from the Executive Vice President for Academic and Student Affairs. No supervision is exercised. May take or give work direction or assistance on projects as assigned.

College Council Meeting Minutes  
November 8, 2013 - 1:00 p.m.  
Library Meeting Room

J. Alpin, C. Blauwkamp, G. Brown, B. Compton, J. DeSantis, D. Gast, Z. Ginder, C. Gotoski, C. Hopkins, C. Itnyre, T. Long, D. Pieper, A. Riesgo, R. Smith, S. Smith, R. Wagner K. Wahl.

I. New Business

a. Classroom 220 (R. Wagner for J. DeSantis)

Dr. Wagner asked C. Blauwkamp to explain why they need to change Room 220. C. Blauwkamp shared the climate with the medical partners have asked CMC to decrease the skilled lab time by 25% due to high demand of other colleges. Facilities and IT will assist in transforming room 220 to ensure nursing can provide the skills training for the students. This is for information only, but there was no opposition.

b. Dual Enrollment Conference (R. Wagner)

Dr. Wagner shared a letter and flyer from the CCCCO requesting registration for Dual Enrollment Program Training. Dr. Wagner would like to send five people from CMC to attend this training paid by CMC. This program will help train the attendees in opportunities for Community Colleges and K-12 to collaborate and bridge the gap. There was discussion and acknowledgment that this would be a good idea.

II. Old Business

a. Educational Master Plan (R. Wagner)

Dr. Wagner reported that Mr. Brown will be contacting members for this committee and begin working on a new draft.

b. Board Policies (R. Wagner)

- i. BP 2310 – Regular Meetings
- ii. BP 2315 – Closed Sessions
- iii. BP 2320 – Special and Emergency Meetings
- iv. BP 2330 – Quorums and Voting
- v. BP 2340 – Agendas
- vi. BP 2411 – Administrative Procedures
- vii. BP 7400 – Travel

c. Board Policies (G. Brown)

- i. BP 5500 – Standards of Conduct
- ii. BP 5052 – Open Enrollment

d. Administrative Procedures (R. Wagner)

- i. AP 2320 – Special and Emergency Meetings
- ii. AP 2411 – Administrative Procedures

- iii. AP 7400 – Travel
- e. Administrative Procedures (G. Brown)
  - i. AP 5500 – Standards of Conduct
  - ii. AP 5052 – Open Enrollment
  - iii. AP 5055 – Priority Registration

Dr. Wagner shared that he and Mr. Brown have had several responses/changes to these policies and procedures. He asked if there were any other changes to email them to him or Mr. Brown as soon as possible, so they can be taken to the Board.

- f. Institutional Dialogue Flowchart (C. Hopkins)

C. Hopkins passed out a flow chart that Jacob, Andrea and she worked on based on an old flow chart. C. Hopkins wanted feedback regarding the All Staff Day piece of the chart. There was discussion on how analysis of non-budgetary items will be handled and how the information will get distributed to all staff members. Dr. Wagner asked that the flow chart be taken to the constituency groups for approval. Dr. Wagner stated C. Hopkins could attend any constituency meeting to help explain the chart.

## II. Other/Discussion

Dr. Wagner would like to entertain an idea about a student mentoring program at CMC with trained volunteer's academic advisements as well as life skills. There was interest among all constituency groups. There was some concern about work load of the volunteers. There was discussion by all on hours that would be offered for students and how this might work. C. Blauwkamp shared the nursing program has a similar program for every nursing student. There is noticeably better retention for their students as a result. Dr. Wagner would like the group to think about how this might work and keep up the dialog on this program.

Mr. Brown reminded everyone about the registration dates beginning on November 19<sup>th</sup>. The Building Bridges team will be going to the High Schools to meet with students. There will be a simulated online registration with a select group of students to test the upcoming online registration software. Social Science Degree will be deactivated because the Liberal Arts w/Social Science will cover the same.

Mrs. Smith reported the Greenleaf Applications are going to the High Schools and the dates have been adjusted to help students file their paperwork sooner. She reminded everyone of the Wreath Auction on November 24<sup>th</sup>.

Mr. Smith with ASCMC reported they still have water bottles/cups to sell and the money is donated to the Student Activity Center.



Mr. Ginder mentioned they have reached 77 active service members with the new outreach program. Lt. Col. Chief of Staff visited about the Accreditation. Distant Ed committees meeting regarding course work and discuss items that need to be addressed.

Next Meeting: December 13, 2013 (2<sup>nd</sup> Friday of the Month)

ja  
CCMM – 11-8-13

College Council Agenda  
January 24, 2014 - 1:00 p.m.  
Library Meeting Room

- I. New Business
  - a. Transcript Evaluator Job Description (A. Riesgo)
  - b. Budget and non-budget priorities (R. Wagner)
  - c. Faculty Senate ASAP – Social Science AA Deactivation (M. Schiel)
  
- II. Old Business
  - a. Institutional Dialogue Flowchart (C. Hopkins)
  
- II. Other/Discussion

Next Meeting: February 28, 2014



