



ACADEMIC SENATE

Agenda for December 3, 2015, 3:00 pm to 5:00 pm, room 119

A. Confirmation of the Agenda

B. Approval of the Minutes

- a. November 19, 2015

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.*

1. Educational Technology minutes from November 12, 2015

E. Discussion/Action Items:

- a. Director of Institutional Effectiveness Job Description
- b. College Council Description revision
- c. Regular Effective Contact Language for CORs
- d. January FLEX schedule

F. Information/Discussion:

- a. Website Update
- b. Pathways to CSUSB Palm Desert
- c. Board Policy – Probation, proposed policy

G. Committee Reports:

a. Senate Committees

- i. **Curriculum** – Allen, Armstrong, Berger, Blauwkamp, Brakebill, Case, Chlebig, Christensen, Delaney, Hopkins, Llort, McLaughlin, Nafziger, Schiel, Steenberg, Wahl, (Dean Kersey, Curriculum Asst. Hotch)
- ii. **Library** - Baird, Chlebig, Friedt, Hopkins, Itnyre, Parkin, D. Pieper
- iii. **Professional Standards and Ethics** - Compton, Danza, Itnyre, Steenberg
- iv. **Educational Technology** - Baird, Brakebill, Compton, Danza, Friedt, Ginder, Haig, Holley, Muchenje, Parkin, Powell, Wanless
- v. **Cultural Education Enhancement** - Allen, Baird, Danza, Hopkins, D. Pieper, Downer, Wanless
- vi. **FLEX** - Abell, Berger, Brakebill, McLaughlin, Schiel, Friedt

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.

- vii. **Minimum Qualifications and Equivalency** - Armstrong, DeSantis, Friedt, Haig, Hopkins, Itnyre, Llort, McLaughlin, Parkin, Powell, Schiel, Wahl, Walker
 - viii. **Academic Integrity** - Danza, Parkin, Walker
 - ix. **Hospitality** - Brakebill, Bridenbecker, Chlebik, Parkin
 - x. **(ad hoc) Early Alert and Intervention** – Danza (need to contact regarding committee)
- b. District Committees:**
- i. **Academic Calendar** – Chlebik (Alternate: Haig)
 - ii. **Student Success and Support Committee** – Abell, Armstrong, Baird, Compton, Haig, Muchenje, Danza, Hopkins, Powell, Downer, Wanless (**Chair: Gregg Chesterman/David Norton**)
 - iii. **Basic Skills** - Abell, Baird, Gallagher, Ginder, Holly, Hopkins, H. Pieper, Wanless, (**Chair: Wyatt**)
 - iv. **Budget Advisory** – Haig (Alternate: Compton)
 - v. **Equal Employment Opportunity** - Case
 - vi. **Graduation** – Baird, Ginder, Hopkins, Itnyre, D. Pieper, Schiel
 - vii. **Scholarship** – Allen, Chlebik , Gallagher, Hopkins, Le, Llort, Nafziger, Wanless
 - viii. **Desert Studies** - Allen, Barid, Bridenbecker, Case, Compton, (**Chair: Delaney**), D. Pieper
 - ix. **Technology** - Powell (Alternate: Ginder)
 - x. **Employee Development Fund** - Friedt (Alternate: Brakebill)
 - xi. **Professional Development** – Berger (Alternate: Brakebill)
 - xii. **Perkins** – Blauwkamp, Brakebill, Chlebik, Friedt, Gallagher, Haig, Le, Powell, Schiel, Steenberg, Wahl
 - xiii. **Salary Advancement** – Muchenje, Compton
 - xiv. **Foundation Board** – D. Pieper
 - xv. **Marketing Committee** – Blauwkamp, Downer
 - xvi. **Accreditation Committees**
 - 1. **Steering:**
 - 2. **Standard One:** D. Pieper
 - 3. **Standard Two:** Hopkins, Delaney, Ginder, Haig, Muchenje. (**Norton co-chair**)
 - 4. **Standard Three:**
 - 5. **Standard Four:** D. Pieper

H. Reports

- a. **Senate**
 - i. **Officers** (President, VP, Secretary, State Senate Rep., Educational Technology, Curriculum, PSE, Part Time faculty Representative)
 - ii. **SLOA Coordinator**
 - iii. **Senators**
 - b. **Associated Students**
 - c. **Student Showcase**
 - d. **Administration**
 - e. **Board of Trustees**
- i. Future agenda items and items to be carried over to the next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)**



ACADEMIC SENATE

Meeting Minutes for November 19, 2015, 3:08 pm to 5:00 pm, room 104

Present (bold denotes those not in attendance): Jane Abell, **Cathy Allen**, Andrea Armstrong, **Ellen Baird**, Brad Berger, Christi Blauwkamp, Jim Brakebill, **Bruce Bridenbecker**, Glenda Case, **Katrina Chlebik**, Robert Compton, LeeAnn Christensen, Mike Danza, Paul Delaney, Joe DeSantis, Spelman Downer, Paul Friedt, **Marla Gallagher**, Zachary Ginder, **Jeffrey Haig**, **John Holley**, Carolyn Hopkins, Cathy Itnyre, Kahn Le, Yadira Llorc, **Colin Maclaughlin**, **Kylee Muchenje**, Cassie Nafziger, **Steven Parkin**, Dean Pieper, Jim Powell, **Melynie Schiel**, **Clayton Steenberg**, Kathleen Wahl, Kathleen Ware, Vicky Valasquez, and **Michel Walker**

Others in Attendance: Robert Wanless, Antoaneta Bonev, Pam Kersey, Brian Heinemann, Gregg Chesterman, Dennis Adams, David Norton, Randy Smith, Greg Gilbert, Jason Hotch

A. **Confirmation of the Agenda** Motion by Brad Berger, second by Paul Delany . Brad Berger would like to add FLEX under Item C . With unanimous consent, the agenda order was changed.

B. **Approval of the Minutes**

a. 10/15/15 To table these minutes. Motion by Berger, seconded by Mike Danza. Unanimous consent. Cathy Itnyre and Joe DeSantis abstain.

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.*

Greg Gilbert spoke: After three years as a Trustee—people still ask me if I am I still faculty? The Role of faculty has not changed, the profession as a whole, I am still engaged, interested, I am still serving the institution. I am doing research on the relationship between tenure and student success. Need reasonable tenure levels to have student success and success of the organization. Mr. Gilbert asks for anyone with information, articles, journals, anything with information about this. There has never been a more crucial time for faculty involvement. Then, thank you Rob Wanless and Ellen Baird for Howl, and Mike Danza and Michel Walker for the work on the Copper Penny.

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. It was approved.*

1. Curriculum from 10/22/2015. Moved Bobby Compton, seconded Joe DeSantis. Unanimous consent.

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.

E. Discussion/Action Items:

a. Librarian part time, three Senate members interview week of December 14—Carolyn Hopkins, Antoaneta Bonev, Cathy Itnyre, alternate Joe DeSantis

b. Library Specialist part time, one Senate member, interview week of December 7
Joe DeSantis, alternate Bobby Compton

c. Speech, three Senate members, interview week depends on committee members
Joe DeSantis, Mike Danza, Jim Brakebill Alt Bobby Compton (Unanimous)

d. Deactivation of all – 048 courses, effective Spring 2016 (Actually, the 048 classes without COR)
Recommendation to delete all that do not have a COR. Moved, and seconded—Compton—Unanimous

e. GEOG, Two-Year Course Rotation Cycle

Delaney moved, Carolyn seconded (Discussion, Joe Desantis said we should consider the need of a possible degree completion. Carolyn (mentioned that from curriculum) that the courses should fit into a program (Ed Plan) Brian Heinemann —Certificate programs may increase the time of a degree completion to longer than two years. Dean recommends that this be a FLEX exercise.

Vote—Unanimous

f. CS Two-Year Course Rotation Cycle

Delaney, motioned, Joe DeSantis second, Unanimous

g. CS catalog description

Jim Powel Motion, Andrea Seconded David Norton brought up the difference in descriptions in catalogue Bobby Compton noted the “20 openings” line. Ginder recommended taking out the second sentence (Friendly recommendation) Jim Powel accepted the recommendations Vote—Unanimous

h. CS Program update

Powel Motion, Carolyn Seconded –Jim Powel says that these are the only two degrees—doing this to increase the rigor of the program. CS1 is replacing other class. (Not sure if I had that correctly) David Norton asked “Can we change the required and restricted credit numbers—but the 42 credits are required. Carolyn pointed out that Jason would have to put this into the format for the catalogue. Andrea clarified that this change would take place in Fall 2016. Vote Unanimous

i. C-ID status list

Andrea—we have to move quickly as we have to get the classes approved. Carolyn, there are courses here that clearly have a transfer degree. Andrea, all the courses in this have to be approved—Carolyn, or we might have to deactivate the degree. Dean—so, understanding, we have to approve, or the degrees are in jeopardy.

Math 110 and Soc together as it helps students. Dean asked, What is the action? (Answer is to get it done.) Joe asked, What’s the timeline? Jason, must be finished before July 1—so, the sooner the better. Andrea will give these priority. If the course is resubmitted before expiration, it will go the same reviewer; however, if the course date expires, it will go to a different reviewer and will take even longer. If we don’t want a class, don’t do it.

j. 100% Student Success and CMC Mentor Program Timeline

David Norton and Dean put this together. Proposed budget—The Equity committee agreed to discuss the next year budget before the end of May. There are items that are one time. We (Greg and David) have enough money to get us through the fall. From Dean—there are some important parts, Free Food, Faculty compensation, and time.

What this will look like—Fall 2016 looking for Volunteers faculty, Classified, counselors, management, for mentors—may include part time faculty –this means agreement to meet students during office hours and off times.

Learning communities, college success and English, meet as a cohort.

j.continued—Greg Chesterman talked about schedules, splitting a three hour time slot and meeting during the class time. Joe DeSantis spoke about the Eng 50 being a twice a week, two hour block. He suggested using the split classes—Dean: Scheduling will be one of the challenges.

Joe DeSantis—Motion to move this forward Carolyn Seconded --

This means forward with need for volunteers.

Vote: Unanimous.

K. Student Equity Plan Motion Carolyn, Seconded Vote (Bobby Abstained) Unanimous with one abstention.

Dean Pieper Signed.

We all applauded as last year the signature was contentious.

Information/Discussion:

a. COR Out-of-Compliance list (Only three courses)

Dean suggested we make them all gone.

b. Metrics Committee —(From Brad Berger) Came up in the Institutional Effectiveness meeting—this was a big picture committee to set some standards. Jacob set one standard—student success of 1%.

There were four or five metrics.

Dean recommended an action item next meeting, Brad suggested that we ask for volunteers. We asked for volunteers. Brad, Carolyn, Bobby, Joe, Melanie (Joe suggested that the possible future Data person for the college, "Institutional Effectiveness Person) Brad Berger volunteered to be the Chair.

c. Flex Committee—Brad Berger

wrote Three days, one staff, two flex

Canvas class, Crisis Help Discussion, New Textbook Paradigm training, Special programs, SLO assessment session, PT Semester at a Glance, Program Review, Ed Tech accessibility (4 hrs)

Carolyn asked that we address the staff time—tell us ahead of time or possibly use some of the staff time?

Carolyn recommends that Senate take a strong stand that we make Canvas Training a priority for the second FLEX day (Staff Day) use that for Canvas training if needed. (Anyone that uses Blackboard is affected. Cathy Itnyre admitted that she just started using Black board.

F. Committee Reports: Reports were given and members of the Committees were updated.

a. Senate Committees

- i. Curriculum** – Allen, Armstrong, Berger, Blauwkamp, Brakebill, Case, Chlebik, Christensen, Delaney, DeSantis, Hopkins, Llord, Maclaughlin, Nafziger, Schiel, Steenberg, Wahl, (Dean Kersey, Curriculum Asst. Hotch)
- ii. Library** - Baird, Chlebik, Friedt, Hopkins, Itnyre, Parkin, Pieper
- iii. Professional Standards and Ethics - Compton**, Danza, Itnyre, Steenberg
- iv. Educational Technology** – Baird, Brakebill, Compton, Danza, Friedt, Ginder, Haig, Holley, Muchenje, Parkin, Powell, Wanless.
- v. Cultural Education Enhancement - Allen**, Baird, Danza, Hopkins, Pieper, Schiel, Downer.
Concert at the Amphitheater today.
- vi. FLEX** – Abell, Berger, Brakebill, McLaughlin, Schiel, Friedt
- vii. Minimum Qualifications and Equivalency** - Armstrong, DeSantis, Friedt, Haig, Hopkins, Itnyre, Llord, McLaughlin, Parkin, Powell, Schiel, Wahl, Walker

- viii. **Academic Integrity** - Danza, Parkin, Walker.
- ix. **Hospitality** - Brakebill, Bridenbecker, Chlebik, Parkin
- x. **(ad hoc) Early Alert and Intervention** – Danza (need to contact regarding committee)

b. District Committees:

- i. **Academic Calendar** – Chlebik (Alternate: Haig)
- ii. **Student Success and Support Committee** – Armstrong, Baird, Compton, Haig, Muchenje, Danza, Hopkins, Wanless (**Chair: Greg Chesterman/David Norton**)
- iii. **Basic Skills** – Abell, Baird, Chesterman, Gallagher, Ginder, Holly, Hopkins, **Muchenje**, Wanless
- iv. **Budget Advisory** – Haig (Alternate: DeSantis)
- v. **Equal Employment Opportunity** - Case
- vi. **Graduation** - Baird, Ginder, Hopkins, Itnyre, Pieper, Schiel
- vii. **Scholarship** – Allen, Chlebik, Gallagher, Hopkins, Le, Llord, Nafziger, Wanless
- viii. **Desert Studies** - Allen, Bridenbecker, Case, Compton, **Delaney**, Pieper
- ix. **Technology** - Powell (Alternates: Ginder)
- x. **Employee Development Fund** - Friedt (Alternate: Brakebill)
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- xiii. **Salary Advancement** – Muchenje, Compton
- xiv. **Foundation Board** – D. Pieper.
- xv. **Marketing Committee** – Blauwkamp, Downer
- xvi. **Accreditation Committees**
 - 1. **Steering:**
 - 2. **Standard One:** Pieper
 - 3. **Standard Two:** Hopkins, Delaney, Ginder, Haig, Muchenje. (**Norton co-chair**)
 - 4. **Standard Three:**
 - 5. **Standard Four:** Pieper

G. Reports

a. Senate

- i. **Officers (President, VP, Secretary, State Senate Rep., Educational Technology, Curriculum, PSE, Part Time faculty Rep.)** Haig, Berger, Schiel, Wanless, no reports.
- ii. **SLOA Coordinator**
- iii. **Senators**

b. Associated Students No representative present.

c. Administration Greg Chesterman introduced New Fulltime Personnel Vicky Velasquez.

d. Board of Trustees Greg Gilbert Spoke during Audience Comments at the beginning.

H. CS committee recommending CIS hire

I. Future agenda items and items to be carried over to the next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)

Vicky Volunteered for Snacks—
Joe Desantis Motion to Adjourn.

Pieper meeting is adjourned.

Minutes by Wanless.



Copper Mountain College
Educational Technology and Andragogy Committee

- Instructor will use available technologies/resources to initiate course related user interactions.
- Accessibility- Create Accessibility Plan for Faculty
 - Abell presented in-person accessibility training options that are available from the Chancellor's Office. The group discussed this as the first step for ensuring CMC is in compliance with all ADA/508 concerns. After reviewing the options, the committee recommended "Accessible Online Learning for DE Courses." Abell will present this to the FLEX committee to determine if it can be included in the next FLEX day(s). After this training, the committee discussed a rotation of professional development activities related to ensuring accessibility, and creating an accessibility plan for faculty- ideally coinciding with the migration to CANVAS.
- Substantive Change/Accreditation Task Force (Ginder)- Update
 - Ginder updated the committee on the status of the sub. change, including the portion that Ed. Tech. had committed to write. It appears that the financial aid department will be crafting the Last Day of Attendance (LDA) and Satisfactory Academic Progress (SAP) portions as they relate to online classes.
- CANVAS Update (Ginder)
 - The committee discussed a training plan. It does not appear that funding will be available for in-person training from CANVAS. Ginder is to attend a training on November 12, which will ideally provide some guidance on providing in-house faculty training. More details to follow.
- Tech Comm Update (Powell)
 - Powell gave an update on Tech Comm, and discussed the survey responses provided by faculty. Powell and Ginder commended the faculty on an overwhelming response to the survey. Powell and Ginder also discussed clear themes that are emerging from the survey data. More details to follow as the survey is analyzed.



Copper Mountain College
Educational Technology and Andragogy Committee

Minutes

Meeting Date: 11/12/2015

Room: LMR

Time: 3:00pm-4:30pm

Attendees: Ginder, Abell, Wanless, Powell, Friedt, Baird, Danza

Agenda Items:

- Follow Up: Results from Annual Student Survey
 - The group discussed the next steps after presenting the data collected from the annual student survey to the Academic Senate. The committee also discussed reasons for responses and gaps that were not covered by the current survey. The group presented additional questions that could be included in the next survey, such as classes needed for graduation (like capstone classes) that could be taken online, and clarifying questions for specificity. The group recommended tabling until Spring 2016 when a rewrite will commence.
- Address Regular Effective Contact Language for CORs
 - The group reworked the proposed language for regular effective contact that is included in the Course Outlines of Record. The new recommended language (below) will be sent to Senate for further recommendation, adaptation, and use.
 - Instructor will provide a clearly identified open discussion forum for students to ask the instructor content-related questions. Instructions will include the expected response time from the instructor.
 - Instructor will provide specific discussion forum activities which solicit a level of student understanding required for the material. The instructor will participate with comments and/or summary of student comments.
 - Instructor will post regular announcements.
 - Instructor will provide regular feedback on student performance commensurate to the length of time required for a f2f course.
 - Instructor will regularly initiate interaction with students to determine that they are accessing and comprehending course material.



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

Date of Senate Meeting: 12/3/2015

Requested by: Dean Pieper

Subject: Director of Institutional Effectiveness Job Description

Type of Consideration:

Action Item
 Information/Discussion

Desired Outcome:

Human Resources requests Academic Senate approval.

Background:

The Director of Institutional Effectiveness is part of the institutional reorganization.

COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT
Management Job Description

DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

DEFINITION:

Under the direction of the Superintendent/President, provides leadership, vision, and direction for an integrated and collaborative institutional effectiveness program. Administers, coordinates, and communicates a comprehensive college-wide planning and institutional research program that drives a data informed approach to decision making across the institution. Oversees the strategic and integrated planning process and promotes institutional effectiveness through continuous evaluation for improvement. Perform other duties as assigned.

REPRESENTATIVE DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- ❖ Collaborates with faculty, staff, and administrators in the implementation and assessment of the Program Review process and provides comprehensive program review data sets; supports institutional, administrative, and student learning outcomes process.
- ❖ Supports student learning outcomes and administrative unit outcome assessment in collaboration with faculty and staff.
- ❖ Collects, analyzes, explains, and publishes information and data related to institutional effectiveness and planning; maintains the Institutional Effectiveness Scorecard.
- ❖ Serves as the institution's primary researcher; organizes and evaluates research data to prepare, analyze, and evaluate short and long range institutional and program goals; prepares written documents, statistical reports, and oral presentations; and makes recommendations.
- ❖ Assists with the development of the District's strategic initiatives, goals, objectives, and other plans; evaluates data to measure, monitor, and provides input regarding progress of initiatives, goals, objectives and plans.
- ❖ Implements a research and assessment agenda, and planning calendar, and cycle for the District. Maintains linkages between data and planning.
- ❖ Effectively communicates objectives, plans, and research data to the campus community.

- ❖ Monitors and keeps administrators current concerning demographics and community information; responds to inquiries, and provides information concerning related data, research studies, projects, reports, systems, practices, assessment measures, and programs to inform decisions.
- ❖ Supports the District's ongoing goals to meet accreditation standards and maintain accreditation.
- ❖ Plans, organizes, and conducts trainings, meetings, and seminars related to Institutional Effectiveness and outcomes.
- ❖ Demonstrates a commitment to students and their successes.
- ❖ Prepares the annual Institutional Effectiveness Report and assists in the development of District policies and procedures related to Institutional Effectiveness and research.
- ❖ Leads, supports, and monitors institutional compliance with performance standards development, and reporting as required by the Chancellor's Office, State, Federal and other agencies.
- ❖ Establishes and maintains cooperative working relationships with colleges, universities, and state, local and federal agencies.
- ❖ Prepares and administers appropriate departmental budget and authorize expenditures.
- ❖ Serves as a liaison with community agencies, schools, special programs and interest groups affecting institutional effectiveness.
- ❖ Co-Chairs the Institutional Effectiveness Committee with the Superintendent/President and chairs or serves on various college committees and participate in professional organizations as appropriate to assignment.
- ❖ May supervise personnel; participates in the selection, evaluation, training and termination of employees.
- ❖ Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- ❖ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Minimum:

- Masters Degree from an accredited college or university with major coursework in social science, mathematics, statistics, business, economics, education, public administration, or related field.
- Minimum five years of full-time experience involving research, review, analysis, strategic planning, statistics, institutional assessment, and/or data driven program development.
- Demonstrated evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Preferred:

- Demonstrated experience with enterprise databases, data warehouses, and reporting software (DataTel, Canvas, Blackboard, or equivalent software) and statistical software.
- Experience at the community college level.
- Experience teaching at the community college level.
- Supervisory or project management experience.
- Demonstrated competence in planning and evaluation, budget management.

Knowledge of:

- Research design, methods, sampling, descriptive and inferential statistics, and analytical and research strategies.
- Relevant reporting and statistical software.
- Program review, learning outcomes, institutional dialogue, and continuous quality improvement in relation to review, evaluation, and assessment.
- Community college research and survey techniques.
- Department budget development and administration.
- Familiarization with or ability to acquire knowledge of California Education Code, and the Student Success and Equity Planning.

PROFESSIONAL CHARACTERISTICS:

- ❖ Be committed to providing an environment which will emphasize the importance of service to students and all other guests of the college, and a

collaborative decision making process to ensure implementation of shared governance.

- ❖ Demonstrated skills in oral communication, including public speaking and presentations.
- ❖ Demonstrated skills in written communication.
- ❖ A collaborative style that can be applicable to staff and departments at all organizational levels, as well as to students.
- ❖ Ability to develop positive and effective working relationships with people.
- ❖ Ability to be a team player at the management level and work in a collegial manner with faculty, staff, college departments and students.
- ❖ Demonstrated skill in team building.
- ❖ Ability to analyze data and information from diverse sources to create comprehensive policies and plans.
- ❖ Ability to provide appropriate interpretation of federal, state, and local laws and regulations.

PHYSICAL REQUIREMENTS

- ❖ Ability to operate a motor vehicle and read computer screens, regulations, laws and codes, rules and policies and other printed material.
- ❖ Ability to travel via personal or commercial transportation.
- ❖ Ability to communicate effectively with individuals, in group settings and by telephone to students, faculty, staff, community members, and others.
- ❖ Ability to sit or stand for extended periods of time.
- ❖ Ability to lift and / or carry 25 pounds.

PERSONAL ATTRIBUTES:

- ❖ Integrity, credibility, and high standards of professional conduct.
- ❖ Responsive, accessible, and committed to collegial relations and student success.
- ❖ A leadership style that is creative, collaborative, productive, and outcome oriented.
- ❖ Student centered and customer oriented.

WORKING CONDITIONS:

- ❖ Busy and challenging office on a college campus.
- ❖ Frequent interaction with state, federal and local agencies.

- ❖ Constant interaction with students, faculty, classified employees and community members.
- ❖ Evenings, weekends and holidays may be assigned.



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

Date of Senate Meeting: 12/3/2015

Requested by: Dean Pieper

Subject: College Council Description revision

Type of Consideration:

- Action Item
- Information/Discussion

Desired Outcome:

College Council is requesting Academic Senate feedback to the proposed College Council revision.

Background:

This revision results from institutional changes and a re-examination of the role of College Council.

COLLEGE COUNCIL

Mission

The College Council serves as the primary participatory governance committee of the district. The mission of the College Council is to provide leadership and oversight to the accomplishment of educational quality and student success through planning. The Council will develop processes for strategic and comprehensive master planning and will oversee implementation of those processes and the development of the strategic and master plans, and will recommend planning priorities. In addition, the College Council will receive information, hear and share opinions, focus on campus-wide issues, and receive, review and recommend policy to the Superintendent/President.

Mission

The mission of the College Council is to serve as the primary participatory governance committee of the district. Through collaborative consultation, the College Council will receive information, disseminate information out to constituency groups and report feedback, hear and share opinions, focus on campus-wide issues, and receive, review and recommend policy to the Superintendent/President. The College Council will annually initiate the review of the College's Mission Statement and report back with any recommendations from constituency groups. The collaborative recommendations for any changes in the Mission Statement will be presented to the Board of Trustees for approval through the Superintendent/ President.

The College Council is the final constituency based approving and recommending body for items needing Board of Trustee approval through the Superintendent/ President.

Membership

Superintendent/President (Chair)
Executive Vice President for Academic and Student Affairs
Dean for Academic Affairs/Chief Instructional Officer
Chief Human Resources Officer
Chief of Campus Facilities
Chief Business Officer
Academic Senate President
CMCFA President
Student Learning Outcomes Assessment Coordinator (SLOAC)
Accreditation Liaison Officer
Research and Planning Specialist
Classified Senate President or Designee
Confidential Employee Designee
CSEA President
ASCMC President or Designee
Executive Director of the Copper Mountain College Foundation

Voting members

The committee will operate using a consensus-based model.

Meetings

The College Council shall meet twice monthly.

Reporting Requirements

The College Council makes recommendations to the Superintendent/President. The Superintendent/President informs the Board of Trustees.



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

Date of Senate Meeting: December 3, 2015

Requested by: Ed. Tech. Committee

Subject: Regular Effective Contact Language for CORs

Type of Consideration:

- Action Item**
- Information/Discussion**

Desired Outcome:

Senate to review and recommend the use of the language (below) by faculty as a guide when updating course outlines of record that require an answer for the regular effective contact portion of the distance education addendum. A faculty member could use or adapt all or some of these points to meet the needs of the course and the R.E.C. requirement.

**Recommended Language for CORs- DE Regular Effective Contact
Question:**

- Instructor will provide a clearly identified open discussion forum for students to ask the instructor content-related questions. Instructions will include the expected response time from the instructor.
- Instructor will provide specific discussion forum activities which solicit a level of student understanding required for the material. The instructor will participate with comments and/or summary of student comments.
- Instructor will post regular announcements.
- Instructor will provide regular feedback on student performance commensurate to the length of time required for a f2f course.
- Instructor will regularly initiate interaction with students to determine that they are accessing and comprehending course material.
- Instructor will use available technologies/resources to initiate course related user interactions.



Copper Mountain College
Academic Senate Agenda Packet
(ASAP)

Date of Senate Meeting: 12/3/2015

Requested by: Dean Pieper

Subject: Website Update

Type of Consideration:

- Action Item
- Information/Discussion

Desired Outcome:

FYI

Background:

Jolie presented the following to College Council on 11/20:

Marketing Committee update website (J. Alpin)

<https://tour.lcp360.com/nocache/pierce/s/index.html> (overview map)

<https://www.google.com/maps/place/Cayuga+Community+College/@42.9438598,76.5418249,3a,75y,24h,90t/data=!3m7!1e1!3m5!1sCuMXY2t2VMQAAAQYk4LVYQ!2e0!3e2!7i13312!8i6656!4m2!3m1!1s0x89d0ab8f2d8a84fb:0x403c4e912b70611b!6m1!1e1?hl=en>

Google virtual tour (update) (J. Alpin)

<http://www.brooklyn.cuny.edu/web/home.php> (website revisions) (J. Alpin)



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

Date of Senate Meeting: 12/3/2015

Requested by: Dean Pieper

Subject: Pathways to CSUSB Palm Desert

Type of Consideration:

- Action Item
- Information/Discussion

Desired Outcome:

FYI

Background:

Sharon Brown-Welty would like to discuss with us how our two institutions can enhance the transfer process to California State University San Bernardino, Palm Desert campus.

BP 4250 - Probation, Dismissal and Reinstatement

Formerly BP 6530.4 thru 6530.7

Definitions for this Section

- **Consecutive:** Semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.
- **Completed Units:** Evaluative grade marks with grades of "A", "B", "C", "D", "F", "P", "CR".
- **Attempted Units:** All evaluative grade marks listed in the *Completed Units* definition plus "W", "I", "IP", "NC", "NP".
- **Primary Term:** Fall and Spring semesters only.

The following standings apply to students who have attempted at least 12 units.

Good Standing

A student is in Academic Good Standing when the cumulative grade point average is 2.00 or above. A student is in Progress Good Standing when the student has successfully completed at least 50% of *Attempted Units*.

Probation

A student shall be placed on academic probation if the student's cumulative GPA falls below a "C" (2.0).

A student shall be placed on progress probation if the student's *Completed Units* falls below 50% of their *Attempted Units*.

A student on academic probation shall be in Academic Good Standing when the student's cumulative grade point average is 2.0 or higher. A student on progress probation shall be in Progress Good Standing when the student's *Completed Units* is at least 50% of *Attempted Units*.

Dismissal

A student on probation is subject to dismissal if the student has three consecutive semesters of poor performance (cumulative GPA is less than 2.0 and/or *Completed Units* is below 50%).

Reinstatement

A student who is subject to dismissal may request reinstatement per administrative procedures. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.