



Academic Senate
College of the Siskiyous
800 College Avenue
Weed, CA 96094

**ACADEMIC SENATE Minutes
DLC 3 & RHSI 119**

January 15, 2015

A. READING AND APPROVAL OF MINUTES

<http://www.siskiyous.edu/academic senate/agendas-minutes/Senate/2014-2015/AcademicSenateMinutes11.20.2014.pdf> &
<http://www.siskiyous.edu/academic senate/agendas-minutes/Senate/2014-2015/AcademicSenateMinutes12.11.2014.pdf>

- Gilmore/Ismail/Approved Unanimously

B. ACTION ITEMS

None

C. DISCUSSION ITEMS

1. Committee Reports
 - a. Flex/Staff development
 - i. No Fall requests as yet
 - ii. Money still available
 - b. Curriculum
 - i. Submitted 13 ADTs and are in compliance with TMC goals
 - c. Program review
 - i. Resource requests culled from Program Reviews are ready to go to Instruction Council
 - d. Equivalency (see below)
2. Faculty Advising Proposal (see below)
3. Participatory Governance Proposal (see below)
4. Equivalency Procedures & Proposal (see below)
5. Distance Ed Policy via email

D. NEW BUSINESS

Our next meeting is Thursday, February 12, 2015 from 11-11:50 AM in DLC 3 & RHSI 119

E. ADJOURNMENT at 11:53am

In Attendance:

Baldwin, Jude
Brownwell, Cora
Carpentier-Alting, Neil
Cecil, Jesse
Clarke, David
Coppi, Hallie
Fernandez, Maria

Gilmore, Jim
Graves, Mike
Heath, Jenny
Ismail, Ahmed
Powers, Tom
Read, Mike
Slabbinck, Ron
Thatcher, Patrice

Tischler, Mike
Turk, Jayne
Vancil, Chris
Varty, Alison

Galen Ferrel

Margaret White
Dennis Weathers

Faculty Advising Proposal

Background: The return to Faculty Advisors in addition to Counselors and Advisors is being discussed at all levels on campus. Maybe 6-7 people would serve in this capacity. Faculty Association would have to bargain, but 3 LHE release is being considered. Equity is an issue as number of students, number of majors, and complexity of majors are all workload factors. This would require a 2-3 year commitment as there is a steep learning curve and a lot of work, including summers. This would cost district approximately 18-20K per semester. The Administration seems to be in favor of this idea.

- Benefit to students-increases retention/success/access
- Some CTE areas already have this in place
- Helps relieve crunch time stress, resulting in better class placements for students
- May not be viable until after new VPSS is selected. This is something we should ask candidates
- Counselors were previously against this when we had more of them

Participatory Governance Proposal Comments

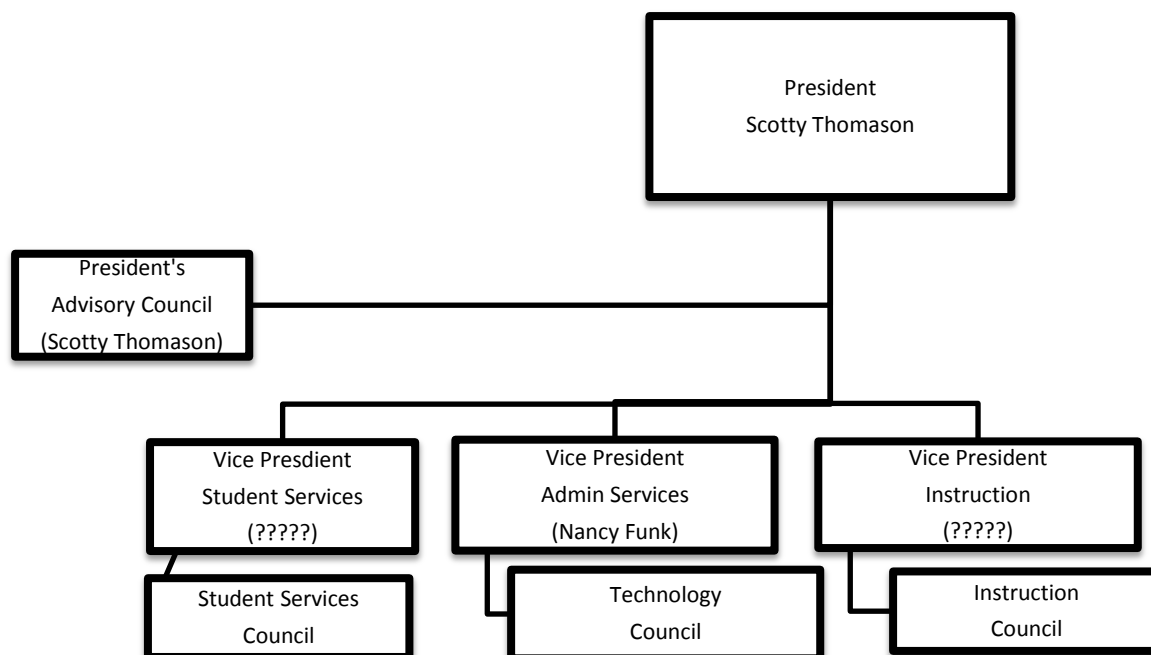
- Should Association have a seat on PAC?
- Charlie Roche volunteered to sit on Student Services Committee
- Tech Council moved to VPAS
- These councils require a LOT of Faculty time!
- Standing Senate Committees report ONLY to Senate
- Please review handouts below

Equivalency Procedures & Proposal

Comments:

- We currently have NO formalized procedure
- Equivalency should be forever and noted in personnel files
- RE Page 2 "Faculty Positions" Should be equivalent to a Master's degree for academic faculty. This varies for CTE faculty.
- RE: Page 2 "Emergency" sections need to be revisited to see how they apply for vocational and academic areas.
- All faculty, please review and provide input within the next week

PARTICIPATORY GOVERNANCE RECOMMENDATION (Page 1)



PARTICIPATORY GOVERNANCE RECOMMENDATION (Page 2)

STUDENT SERVICES COUNCIL

Chaired by Vice President Student Services

Meets weekly for 50 minutes

11 Members *(one Senate approved Faculty member, VP Student Services, Student, Financial Aid, Enrollment Services, Student Life, Learning Services, Student Support Programs, Learning Resources, Business Services, EOPS)*

INSTRUCTION COUNCIL

Chaired by Vice President Instruction

Meets weekly for 50 minutes

14 Members *(VP Instruction, Student, Dean CTE, Dean LAS, Athletic Director, Supervisor Yreka Campus, Six Faculty Representatives, Instructional Services, Library Services)*

TECHNOLOGY COUNCIL

Chaired by Vice President Administrative Services

Meets monthly for 50 minutes

11 Members *(VP Administrative Services, Student, three Senate approved Faculty members, Learning Resources, five Technology Services members)*

PRESIDENTS ADVISORY COUNCIL

Chaired by President

Meets bi-monthly for 2 hours

11 Members *(President, VP Administrative Services, VP Instruction, VP Student Services, President Academic Senate, Student, two Senate approved Faculty members, CSEA Representative, ASM Representative, Supervisor Yreka Campus)*

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

References

Education Code Sections 87001, 87003, and 87743.2; Title 5 Sections 53400 et seq.
Minimum Qualifications for Faculty and Administrators in California.

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate Faculty representatives. See Article 20 – Faculty Service Areas and Competency Standards in the Collective Bargaining Agreement between the District and the Faculty Association.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors. Equivalent minimum qualifications are determined through an equivalency process.

Equivalency Process

Equivalency Committee – An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the Governing Board relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

1. Be available to Human Resources as a resource regarding equivalency determinations.
2. Review the equivalency requests submitted by the Human Resources as described below.
3. Recommend all equivalency determinations to the Board of Trustees.
4. Further clarify the criteria to be used for determining equivalency.
5. Ensure that careful records are kept of all equivalency determinations.
6. Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
7. In general, ensure that the equivalency process works well and meets the requirements of the law.

Academic Senate Equivalency Committee

1. The Equivalency Committee shall consist of five faculty members appointed by the Academic Senate and an Administrator appointed by the College President.
2. Because this is a standing committee of the Academic Senate, the chair shall be elected by the Committee from among the five faculty members serving.

Determination of Equivalencies

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

Equivalency Request for Faculty Job Applicants

1. All Faculty position announcements will state the required qualifications as specified in the most recent Disciplines List in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges," including the possibility of meeting the equivalent of the required degree or experience.
2. District application forms for Faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

Faculty Positions

1. Human Resources will screen the pool of applicants to determine if the applicant meets the minimum qualifications.
2. Equivalency decisions shall be based on direct evidence of claims (e.g., transcripts, publications and work products) and claims of equivalence must include how both general education and specialization are met. The applicant must provide evidence of attaining coursework or experience equal to the general education component of a regular associate or bachelor's degree.

Emergency or Special Circumstances

The Academic Senate Equivalency Committee shall employ the following procedures in emergencies or special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, Human Resources shall contact the Equivalency Committee Chair so as to convene a committee meeting as early in the screening process as possible. The Equivalency Committee shall meet in as timely a manner as possible and communicate their determination to the appropriate dean and Human Resources.
- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
- Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
- Additional sections of a class added shortly before the beginning of a session or after the session begins.
- An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

The District may elect to award equivalency for Faculty teaching in vocational disciplines that do not require the Master's Degree using the following criteria.

1. **Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note; all semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.
2. **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
3. **Recency:** An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
4. **Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above Sections (#1 - #3), and the full-time faculty in that discipline (if applicable), supervising instructional Dean, and the Vice President for Academic Affairs agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the Academic Senate equivalency committee chair as deemed "equivalent" for that discipline

Equivalency Procedure

1. When a candidate applies for employment and Human Resources (HR) deems that he or she meets minimum qualifications, the person's name and a summary of their relevant qualifications will be forwarded to the Equivalency Committee for informational purposes only.
2. A candidate whose qualifications HR concludes do not meet minimum qualifications will submit an application that explains how his or her academic preparation, professional experience or both compare on a course-by-course basis to the requirements for a degree in the discipline in which he or she is seeking equivalency.
3. HR will send the application to the Committee chair who, in turn, will forward it to the full-time faculty members in the discipline. These faculty members will review the candidate's record and determine if his or her qualifications are equivalent to the minimum qualifications required to teach in the discipline. The completed reviews will be returned to the Committee within ten calendar days.
4. In the event that no full-time faculty teach in the discipline at College of the Siskiyous (COS) the Equivalency Committee Chair will either solicit reviews from other COS faculty who hold degrees in the discipline or the Equivalency Committee will make a recommendation to Human Resources as to equivalency. Again, the completed reviews will be returned to the Committee within ten calendar days.
5. If any faculty reviewer feels that he or she cannot make an informed decision about a candidate's eligibility for equivalency because of a lack of sufficient information in the original application than the recommendation will be that the applicant not be granted equivalency.
6. The Equivalency Committee will convene to consider the reviews within one week of when the last one is returned. If the reviewers are unanimous about a candidate's qualifications for equivalency, then the Committee will forward the reviewers' decision to the Academic Senate President and HR. If there is a difference of opinion among the reviewers about a candidate's qualifications for equivalency the reviewers will be asked to meet with the Committee (in person or via phone) to explain their rationales. The Committee members will then vote on the candidate's eligibility for equivalency and the secretary will forward the Committee's decision

to the Academic Senate president and HR at the end of the meeting. In all cases, a majority vote will be required to grant equivalency. A tied vote will deny equivalency.

References cited

Russell, B.A., 2012, Minimum qualifications for faculty and administrators in California community colleges:

http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf.