



**ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING**

**AGENDA**

**October 16, 2014**

**3:00 p.m. – 4:30 p.m.**

**SSV-151**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE SENATE PRESIDENT
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. October 2, 2014 Senate Minutes (attachment)
5. REPORTS (5 minutes maximum)
6. REPORTS ON ACTION ITEMS AND IMPLEMENTATION
7. ACTION ITEMS
  - a. Regular & Effective Contact Policy – Dr. Nancy Bednar (attachment)
8. DISCUSSION ITEMS
  - a. 2015 Faculty Recognition Day Sub-Committee – Diane Flores-Kagan, Dr. Susan Lowry, Dr. Irit Gat
9. INFORMATIONAL ITEMS
  - a. Philosophy Degree TMC
10. SENATE ADMINISTRATIVE BUSINESS
  - a. Academic Policies and Procedures (AP&P) Recommendations (attachments)
    - Course Approvals
  - b. Hiring Committees
    - Director, EOP&S (Educational Administrator)
      - 1) Dr. Salvador Suarez
    - Counselor (RN Program) (Temporary, 1-yr, Grant-Funded, 11 mos)
      - 1) Dr. Jessica Eaton
  - c. Faculty Professional Development Committee
    - Adjunct Representative
      - 1) Yesenia Cota
    - Faculty Professional Development Committee – Faculty Representative – term ends 6/30/15
      - 1) Dr. Darcy Wiewall

- Faculty Professional Development Committee – Faculty Representative #2 – term ends 6/30/17
- 1) Susan Snyder

d. Academic Ranking

- Vivian Davenport – Adjunct Assistant Professor

## 11. ADJOURNMENT

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**ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING**

**MINUTES**

**October 16, 2014**

**3:00 p.m. – 4:30 p.m.**

**SSV-151**

To conform to the open meeting act, the public may attend open sessions

**1. CALL TO ORDER AND ROLL CALL 3:03**

The Academic Senate meeting of October 16, 2014 was called to order at 3:03 p.m. by Dr. Ed Beyer, Senate President.

**2. OPENING COMMENTS FROM THE SENATE PRESIDENT**

- Dr. Beyer reminded senators of the upcoming Great ShakeOut earthquake drill. He encouraged members to enroll in Rave Mobile Safety, to receive campus alerts. He directed members to contact Mr. Terry Cleveland, Risk Management & Environmental Health Director with any issues.
- Dr. Beyer reported the Senate Constitution Task Force has been working diligently and is close to a draft of the Senate Constitution and a set of by-laws.
- Dr. Beyer reported receiving the new department chair configuration.

**3. OPEN COMMENTS FROM THE PUBLIC**

- Ms. Elizabeth Sundberg reported frustration with Program Review:
  - ❖ Due to three faculty retiring the department is unable to claim status quo
  - ❖ Last year's data is not on the website – instead different data is published
  - ❖ The Health Science Division is listed as having no adjunct faculty; contrarily they have many adjuncts

Dr. Beyer will invite Ms. Carol Eastin to the November 6, 2014 Senate meeting to address the issues.

- Ms. Karen Lubick asked the Academic Development Task Force members to stay after Senate for a brief meeting.
- Ms. MaryAnne Holcomb addressed members to report issues related to AP&P procedures for changing programs in CurricUNET (see attachment).
- Ms. Jonet Leighton stated her objection to the numbers put forth by President Knudson that determine department chair composition.

4. APPROVAL OF MINUTES

a. October 2, 2014 Senate Minutes (attachment)

*A motion was made and seconded to approve minutes of the October 2, 2014 Senate meeting.*

A robust discussion took place regarding the inconsistency of minutes across campus.

*Motion carried with corrections.*

5. REPORTS (5 minutes maximum)

6. REPORTS ON ACTION ITEMS AND IMPLEMENTATION

7. ACTION ITEMS

a. Regular & Effective Contact Policy – Dr. Nancy Bednar (attachment)

*A motion was made and seconded to approve the revised Regular & Effective Contact Policy.*

Several issues were identified from various departments. Dr. Beyer suggested the policy should read **Regular Effective Contact Policy**, should include a definition page, and **Policy** should be separate from **Guidelines**.

Division comments included the following:

- Division I – A policy should be implemented to archive classes for future reference.
- Division II – Suggested a guideline to save classes as a word document and save in a folder. Some faculty had issues with 5b.
- Division III – no comments
- Division IV – meet tomorrow – no discussion no feedback.
- Counseling – no objections

(4) YES votes; (12) NO votes; (3) abstentions.

*Motion failed.*

Dr. Beyer will work with DETC on language for the policy.

8. DISCUSSION ITEMS

a. 2014-15 Faculty Recognition Day Sub-Committee – Diane Flores-Kagan, Dr. Susan Lowry, Dr. Irit Gat

Dr. Irit Gat reported the 2014-15 Faculty Recognition Day committee met. She asked senators to solicit constituents for faculty accomplishments. Accomplishments are to be forwarded to Dr. Gat for inclusion in an upcoming newsletter. The committee considered various venues to hold the events. They are considering moving the event to a date earlier in the year, and possibly in the evening.

It was suggested all Scholar in Residence recipients stand together on stage to support the newly-honored recipient when the announcement is made. Various fundraisers were suggested, noting donations should be funneled through Ms. Bridget Razo and the Foundation. It was suggested STEM Club students can help with the event.

9. INFORMATIONAL ITEMS

a. Philosophy Degree TMC

Dr. Beyer explained the Philosophy Degree TMC was tabled at the October 8, 2014 Senate meeting, without knowledge the item was due to the Board at the October 13, 2014 meeting. He explained the college is under state mandate to get TMCs approved, and approval of the Philosophy Degree TMC was urgent. The Senate Executive discussed the issue. After hearing the explanation, Mr. Ken Shafer approved of moving the item forward. The Senate Executive approved the Philosophy Degree TMC, but not the other AP&P agenda items.

10. SENATE ADMINISTRATIVE BUSINESS

a. Academic Policies and Procedures (AP&P) Recommendations (attachments)

- Course Approvals

*A motion was made and seconded to approve the Academic Policies and Procedures recommendations for course approvals.  
Motion carried.*

Dr. Beyer noted an AP&P representative will be present for future AP&P recommendations for course approvals.

b. Hiring Committees

- Director, EOP&S (Educational Administrator)

Dr. Salvador Suarez

*A motion was made and seconded to ratify the appointment of Dr. Salvador Suarez to the Director, EOP&S hiring committee.  
Motion carried.*

- Counselor (RN Program) (Temporary, 1-yr, Grant-Funded, 11 mos)

Dr. Jessica Eaton

*A motion was made and seconded to ratify the appointment of Dr. Jessica Eaton to the Counselor (RN Program) hiring committee.*

Members discussed whether someone hired through a grant programs is higher than faculty on tenure track. Dr. Liette Bohler explained the issue is irrelevant as position is temporary. Dr. Beyer noted the collective bargaining issue belongs to the union.

*Motion carried.*

c. Faculty Professional Development Committee

- Adjunct Representative

Yesenia Cota

*A motion was made and seconded to ratify the appointment of Yesenia Cota as Adjunct Representative on the Faculty Professional Development Committee.  
Motion carried.*

- Faculty Professional Development Committee – Faculty Representative – term ends 6/30/15

Dr. Darcy Wiewall

*A motion was made and seconded to ratify the appointment of Dr. Darcy Wiewall as a Faculty Representative to the Faculty Professional Development Committee.  
Motion carried.*

- Faculty Professional Development Committee – Faculty Representative #2 – term ends 6/30/17

Susan Snyder

*A motion was made and seconded to ratify the appointment of Susan Snyder as a Faculty Representative to the Faculty Professional Development Committee.*

*Motion carried.*

d. Academic Ranking

- Vivian Davenport – Adjunct Assistant Professor

*A motion was made and seconded to ratify the Academic Ranking Request of Vivian Davenport – Adjunct Assistant Professor.*

*Motion carried with one (1) abstention.*

Dr. Beyer informed the senators, if faculty meet the eligibility requirements to move up in ranking, it is up to that faculty to file the paperwork. He noted someone recently applied for Professor Emeritus, but did not qualify because he/she never applied for academic ranking.

11. ADJOURNMENT

The Academic Senate meeting of October 16, 2014, was adjourned at 3:59 p.m. by Dr. Ed Beyer, Senate President.

<b>MEMBERS PRESENT</b>			
Dr. Ed Beyer	MaryAnne Holcomb	Catherine Overdorf	
Dr. Liette Bohler	Dr. Matthew Jaffe	Terry Rezek	
Diane Flores-Kagan	Susan Knapp	Van Rider	
Rosa Fuller	Jonet Leighton	Elizabeth Sundberg	
Dezdemonia Ginosian	Karen Lubick	Dolores Avendano	
Dr. Glen Haller	Tina McDermott		
Dr. Jessica Harper	Dr. Zia Nisani		
<b>MEMBERS ABSENT</b>			
Jack Halliday		Ken Shafer	
<b>GUESTS/EX-OFFICIO</b>			
Dr. Nancy Bednar	Dr. Irit Gat	Dr. Susan Lowry	Susan Snyder

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*Approved: November 6, 2014 Academic Senate Meeting*

Antelope Valley College  
Regular and Effective Contact Policy for Online Instruction

**I. Background:** In hybrid or fully online courses, ensuring Regular Effective Instructor/Student Contact guarantees that the student receives the benefit of the instructor’s presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

Title 5 regulations do not make a distinction between regular and distance education courses beyond the need to have a separate curriculum approval process and the need to ensure regular effective contact. The guidelines do say that quality assurances within the regulations apply to all distance education (hereafter, DE) courses, which include hybrid courses. Therefore, it is assumed that those qualities of regular effective contact described above for the face-to-face environment should also be applied to the distance education situation. The DE Guidelines require colleges to develop a policy regarding regular effective contact that addresses “the type and frequency of interaction appropriate to each DE course/section or session.”

**II. Relevant Ed Code includes the following.**

**II. a. 55202. Course Quality Standards.**

*The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2. NOTE: Authority cited: Section 66700 and 70901, Education Code. References: Sections 70901 and 70902, Education Code.*

**II. b. 55204. Instructor Contact.**

*In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:  
Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.  
Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors. NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.*

### **III. AVC Policy**

All DE courses at AVC, whether hybrid or fully online, will include regular effective contact as described below:

**III. a. Initiated interaction:** Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Opportunities that relate to the content of the course should include those in which students interact with instructors, instructors interact with students, and students interact with each other. Providing students with an open-ended question forum or discussion post venue, even if required, does not constitute the entirety of effective instructor-initiated interaction. In addition to open-ended question forums, faculty are encouraged to utilize Course Management System (CMS, eg, Blackboard) facilitated blogs and journals, AVC email, and collaboration chat tools to engage instructor and student interaction. Implementing social media and other community-building actions into course activities (e.g. VoiceThread, Twitter, Facebook, etc.) can also be used to facilitate interaction, as can field trips and seminars.

**III. b. Frequency:** DE Courses are considered the “virtual equivalent” to face-to-face courses. Therefore, the frequency of the contact should replicate the time commitments of face-to-face instruction, although the exact pattern will vary by course and by instructor. Faculty office hours are not included as fulfilling the regular effective contact requirement and are a separate requirement. Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that will ensure that regular contact is maintained over the course of a week and should occur as often as is appropriate for the course. It is noted that online instruction may require alternate duty hours than in-person instruction; some online classes, for example, “meet” during weekend hours, as that is when working students more often are available.

**III. c. Establishing expectations and managing unexpected instructor absence:** Instructor availability and synchronous and/or asynchronous class meeting times will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester. If the instructor must be out of contact for any reason associated with a leave, the instructor must follow standard procedures for such leave as delineated in the faculty collective bargaining agreement and applicable administrative policies. Students will be notified of the instructor’s absence or leave at the earliest opportunity.

**III. d. Type of Contact:** Regarding the type of contact that will exist in all AVC DE courses, instructors should use a mix of resources to initiate and maintain contact with students:

- III. d. i.** threaded discussion forums within the course management system;
- III. d. ii.** AVC email;
- III. d. iii.** AVC voice mail;
- III. d. iv.** weekly announcements in the Course Management System;



- III. d. v.** field trips, seminars, or other in-person activities;
- III. d. vi.** timely feedback for student work.

#### **IV. Suggestions for Contact:**

**IV. a.** Instructors should also choose to use other forms of communication, as mentioned in section 55204 of Title 5. This says contact happens “through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, email, or other activities.” Also, CCCConfer, video conferencing, podcasts, or other synchronous technologies may also be included. CCCConfer is a web conferencing tool that is free to the California Community College System.

**IV b.** It is suggested that instructors have a threaded discussion that is set aside for general questions about the course, and that instructors may wish to have weekly or other timely, question and answer sessions available to students. This may be accomplished through virtual office hours.

#### **V. Guideline for Section 55204**

**V. a.** This section defines what contact must be maintained between instructor and student. It is virtually identical to section 55211 which it replaces, except that language has been added to clarify that rules related to conduct of distance education and effective instructor contact apply to any portion of a course conducted through distance education.

**V. b.** Subdivision (a) stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status. The use of the term “regular effective contact” in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record.