



ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
May 17, 2012
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. May 3, 2012 (attachment)**
- 5. REPORTS (5 minutes maximum)**
 - a. AP&P – Maria Clinton**
 - b. Faculty Professional Development – Kathryn Mitchell**
 - c. Honors – Karen Lubick**
- 6. ACTION ITEM**
 - a. University of Phoenix MOU – Christos Valiotis**
 - b. Program Review Template – Carol Eastin**
 - c. Equivalencies:**
 - **Nursing Science**
 - **Sociology**
 - **Counseling**
- 7. DISCUSSION ITEM**
 - a. IT Draft Policy – Heidi Preschler**
 - b. CCC Policies and Procedures Review**
 - a. BP 3410 Non Discrimination**
 - b. BP 4040 Library Services**
 - c. BP 5500 Standards of Conduct**
- 8. SENATE ADMINISTRATIVE BUSINESS**
 - a. Appointments**
 - **Accreditation Standard IV Faculty Co-Chair – Mike Pesses**
 - **Tenure Evaluation Committee-Dr. Irit Gat**
 - b. Announcements**
 - **Faculty Leadership Institute – June 14, 2012 – June 16, 2012, TBA**
 - **Curriculum Institute – July 12, 2012 – July 14, 2012, San Francisco Airport Westin**
 - **Statewide Academic Senate Fall 2012 Plenary Session – November 8, 2012 – November 10, 2012, Irvine Marriott**
- 9. ADJOURNMENT**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mr. Christos Valiotis, Academic Senate President, at (661) 722-6306 (weekdays

Academic Senate

May 17, 2012 SSV-151

Called to order: 3:01 pm Regular Meeting

President: Christos Valiotis **Notetaker:** J. Jones

Attendees: M. Pesses, L. Veres, J. Toth, S. Snyder, B. Curry, K. Shafer, R. Chapman, P. Villapando, L. Echeverria, S. Knapp, M.A. Holcomb, T. Rezek, B. Price, V. Rider, H. Preschler, L. Grishman, J. Halliday, T. Mettler, C. Valiotis, K. Lee, K. Lubic, A. Schroer, S. Robinson

Resource documents: Accrediting Commission for Community and Junior Colleges (WASC) Rubric for Evaluating Institutional Effectiveness – Part I: Program Review; Annual Update Program Review Report; Comprehensive Program Review Self-Study Report

Minutes

1. Opening Comment from the President C. Valiotis

- President Valiotis stated that this would be his final meeting as senate president; he has appreciated everyone's help over the years. Thanks were made to S. Knapp for faculty recognition day, May 16, 2012. It would be nice if next year faculty recognition can coincide with the last senate meeting.
- A brief summary of the SPBC-Budget subcommittee revealed their approval of continuing to fund three categorical programs, CDC at \$255,000; OSD (DSPS) \$389,000; EOP&S \$35,000 and STAR \$125,000.
- The May budget revise: if taxes don't pass in November AVC will face a 3.1 million dollar cut which amounts to 634 FTES reduction.
- Recommendations for cost cutting measures were completed and sent to SPBC May 16. The Budget subcommittee's recommendation was not accepted by SPBC to fund the categorical programs. A taskforce of SPBC (six members) was created to review recommendations for cost-cutting measures. SPBC will meet on a regular basis this summer, as well as the budget and finance subcommittee.
- Mr. Write will be here beginning June 11, 2012 as Vice President of Administrative Services
- Two new retirement notices were received in language arts. Dr. Forte-Parnell is requesting two new language arts faculty be hired. Senate members expressed disappointment that full time faculty members might be hired in any division.

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2. Approval of Minutes

A motion was made and seconded to approve the minutes of the May 3, 2012 SPBC meeting.

Discussion: Minutes of the May 3, 2012 meeting were approved unanimously.

3. Reports

- a. AP&P – Not ready to report today.
- b. Faculty Professional Development – Not present.
- c. Honors – The following information was provided by Ms. Karen Lubick, Honors Program Coordinator:

During the summer prior to the Fall, 2011 semester, approximately 174 students were removed from the honors program for graduating, transferring, not enrolling, or dropped g.p.a. From summer to today (5/28/12), 129 students have been added to the program in 2011-12, 320 students total (last year we had 354). Numbers were down slightly this year as we raised the program standards to include assessment into English 101 and for 2012, assessment into Math 102.

In Fall, 2011, seven courses were offered: Comm 101H (McDermott), Econ 101H (Halcrow), English 101H (2 sections-Ahmad and Lubick), Hist 105H (Jaffe), Soc. 101H (Chapman), ThArts 101H (Heebner) and since Astr 101H (McGovern) and Math 115H (Villapando) didn't fill, we converted them to half honors-half regular classes.

In Spring, 2012, nine courses were offered: Art 100 (Mugnolo), English 102H (Memmer), English 103H (Lubick), English 265H: Film and Literature (Covell), Geography 101H(Pesses), History 108H (Shafer), Music 101H (Ennis), Philosophy 105H (Zhu, Sherry).

The Fall, 2012 schedule will include seven honors sections of courses for Fall and seven or eight honors courses for Spring, 2013 (we lowered the number of courses due to budget constraints).

Honors Options by Contract: 62 (up from 55 last year) students completed honors option by contract for F11, and 46 students have submitted honors option contracts for S12.

We have not yet been given our UCLA TAP applicant percentage for 2011-12.

Committee Activities/Highlights

The honors committee met on Sept. 26, Oct. 24, Nov. 28 (2011), Feb. 27, March 26 and April 30 (2012). Alpha Iota reports were given throughout the year by Matthew Ellison and Iqra Yousufzai. We reviewed and approved course proposals for Heebner's ThArt 101H, Memmer's English 102H, Shafer's History 108H, Pesses' Geog. 105H, and Sherry Zhu's Phil 105H. Ms. Lubick conducted observations of Art

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101H in the Fall and Engl. 102H, Geog 105H & Phil 105H in the Spring, supplying instructors with an evaluative memorandum.

We continued extending communication to faculty members regarding the formal approval process of the honors option contracts, and the committee has been reviewing and approving proposals sent in by instructors. We approved honors option proposals from the following: Towe's PhySci 211, Littlefield's Dance 101, Pesses' Geog 101 & 105, Brax's Hist. 107 & Fredette's Biol 102. We rejected a proposal from Koppers for Hist 101, 102, 104. The list of approved instructors has been posted to the honors program website for student use.

At our committee meetings, we discussed potential changes to application procedures and eligibility. We added a Math 102 requirement to the eligibility requirements and have posted a revised application to the website (one that includes Vento as contact person). We altered the subject areas award criteria to be more inclusive of transferring students. We also discussed "conduct" issues with honors students such as plagiarism, disruptive behavior in the library and disrespect for faculty.

The Dean's List and President's List for F11 and S12 were distributed and posted. Letters were sent to students and lists were made available.

AVC was represented at the UCLA TAP Council meetings by Susan Knapp who attended on Nov, 2010 and Ms. Lubick who attended in April 2012. The annual honors convocation was held on May 18, 2012. The budget for the award ceremony was greatly reduced from previous years. Subject Area Awards were given to 36 students; TAP Certificates were given to 20 students; AGS permanent membership was tentatively awarded to 41 applicants, including the awarding of gold stoles, badges and certificates. An AGS honor roll certificates were awarded to three students with 4.0 gpas.. Alpha Iota gave out eight scholarships in the amount of \$3150.00 from their account.

Matthew Jaffe and Mark McGovern accompanied a contingency of students to the AGS Fall Regional Convention, and they brought 18 students to the AGS Spring Convention. Our involvement in the state organization continues to grow; we were chosen to host the 2013 state convention in Ontario. Mireya Martinez won the Kathleen Loly Outstanding Academic Scholarship Awards, Theresa Soos won the Ed Walsh Service Award and Jesus Salas won the Robert Montovani Award for excellence in both academics and service.

Goals for 2012-13

The committee will have a new chair/coordinator: John Vento. Several members have been added to the composition of the committee. Ms. Lubick will still serve as advisor to the committee over the first two years as needed according to the committee make-up. One of the main goals is to increase the use of electronic means for communication, such as Facebook, etc. and to broaden our participation at TAP Council meetings and to bring in new colleges and universities for our TAP applicants.

Discussion: No discussion

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4. Action Items

- a. **University of Phoenix MOU** - President Valiotis states MAC has requested an official opinion/vote on this MOU. There has been no change to the document since the committee last reviewed it. Dr. Grishman gave a brief of the information of the MOU as it was presented to him: It is a business model for education, being both private and proprietary. The University of Phoenix wants to provide a transfer track specifically for AVC students. Phoenix is offering articulation, transfer with a career orientation, communication (transfer pathways, program guides), a seamless transfer allowance and reporting back to AVC how well students are doing. Phoenix would also like to use the AVC logo on their website along with their own. With workforce development prior to acceptance Phoenix will also assess work experience. If accepted there will be a 5% discount for students and staff.

Discussion: Dr. Grishman expressed that he sees nothing new or advantageous and that this is not something we should enter into with Phoenix, we should continue to concentrate on transferring our students to traditional brick and mortar institutions. Other members expressed their dissent to this MOU passing.

The motion to approve the MOU with University of Phoenix failed with one in favor and the remaining opposed.

- b. **Program Review Template** – Two forms have been created by the Program Review Committee as templates for future program reviews, both annual and comprehensive. These will be used next year. The annual update will be on WEAVE as a fillable form. These are campus wide documents; some departments will skip areas that do not pertain to them. If not approved here the district will be out of compliance with ACCJC. The campus is currently at what ACCJC has determined to be the sustainable continuous quality level, however the link is still not being made to the budget level.

Discussion: Ms. Eastin reminded the senate that just recently SPBC approved an ITS position without ITS having an active current program review complete. The SPBC will update their handbook to include a sentence from accreditation report/program review committee.

The motion to approve the Program Review Templates was approved unanimously.

c. **Equivalencies:**

- Nursing Science – unanimous approval
- Sociology - unanimous approval
- Counseling –

Discussion – wording; unanimous approval

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5. Discussion Item

- a. **IT Draft Policy** – Ms. Preschler described the policy to include personal equipment provisions, stating that the law does not allow for personal equipment to be used by employees for work purposes. She also stated that IT will disallow personal equipment to be plugged into the campus network. There will be a recommendation to no longer purchase iPads, and the like, with 3G or 4G connectivity, but instead mobile hotspots which can be checked out to individuals.

Discussion: Members expressed concern over an inability to utilize personal equipment during the performance of their duties. The committee would like to see this new IT policy as soon as it can be made available.

b. **CCC Policies and Procedures Review**

- **BP 3410 Non Discrimination** – no need to take action, change is suggested by legal counsel for CCLC
- **BP 4040 Library Services** – change made
- **BP 5500 Standards of Conduct** – Last fall the district discussed a matching AP now they are approving this BP which reflects the language changes of the AP.

6. Senate Administrative Business

a. **Appointments**

- Accreditation Standard IV Faculty Co-Chair – Mike Pesses; unanimous approval
- Tenure Evaluation Committee – Dr. Irit Gat; unanimous approval

b. **Announcements**

- Faculty Leadership Institute – June 14, 2012 – June 16, 2012, TBA
- Curriculum Institute – July 12, 2012 – July 14, 2012, San Francisco Airport Westin
- Statewide Academic Senate Fall 2012 Plenary Session – November 8, 2012 – November 10, 2012, Irvine Marriott

Meeting adjourned at 4:12p.m.

Approved: September 6, 2012 Senate Meeting



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE

Minimum Qualification and Equivalency Review Form

The discipline faculty in the Health Science division/area has reviewed the most current (2008) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Nursing Science.

The discipline faculty agree that: (Select only one)

- an equivalency for this discipline is not needed. The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.
a new equivalency.
the current (within the last three years) Academic Senate approved equivalency does not need revision. The Minimum Qualification for the designated discipline has not changed.
the current (within the last three years) Academic Senate approved equivalency requires revision. The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).
the current (within the last three years) Academic Senate approved equivalency requires revision. The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).

Date: 7/23/12

Elizabeth A. Sundberg
Academic Senate Representative

Sandra Robinson
Academic Senate Representative

Discipline Faculty:

Debra Hickman
Marianne Stewart
Casey Sandome

Linda Harmon
Judith Hughes
Laurie-Fenise C. Walker

Equivalency Committee Approval:

Equivalency Committee Chair

Date

Member Initials:



ANTELOPE VALLEY COLLEGE

**Social and Behavioral Sciences Division
Minimum Qualifications & Equivalencies
Sociology**

Minimum Qualifications: Master's in Sociology OR Bachelor's in Sociology AND Master's in anthropology, any ethnic studies, social work, or psychology OR the equivalent.

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

- A Bachelor's in Sociology, or a Bachelor's degree in the *behavioral or social sciences* with twenty-four semester units of credit (or equivalent quarter units) in Sociology with 18 of those units at the upper division level **AND** a Master's degree or higher in African-American Studies, Anthropology, Communication Studies, Criminal Justice, Criminology, Cultural Studies, Demography, Developmental Studies, Economics, Environmental Social Sciences, Ethnic & Minority Studies, Cultural Geography, History, Labor Studies, Latin American or Hispanic Studies, Linguistics, Political Science, Population Studies, Psychology, Social & Developmental Psychology, Social Anthropology, Social Sciences, Social Studies, Urban Studies, Women & Gender Studies, or Women's Studies.



ANTELOPE VALLEY COLLEGE

Student Services Division Minimum Qualifications & Equivalencies **Counseling**

Minimum Qualifications: Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling **OR** the equivalent.

(Note: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to Title V, Section 53410.1.)

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

- A Master's degree in any discipline **AND** a minimum of 24 semester hours graduate credit in Counseling and/or Psychology

<i>Date to CCC:</i>	5/9/12	<i>Date reviewed by CCC:</i>	5/9/12	<i>Due date:</i> <i>Revisions due to Board within 60 days (BP 2410).</i>	7/9/12
<i>Reason for review: This policy was revised to update the language regarding protected categories. (CCLC Update 3/12)</i>					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		
<i>Collective bargaining issue?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Do the changes affect all campus constituencies?</i>	Yes	No	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

BP 3410 Nondiscrimination

Reference:

Education Code Sections 66250, et seq., 72010, et seq.; 87100 et seq.; Title 5, Sections 53000, et seq.; 59300 et seq.; Penal Code Section 422.55; Government Code 12926.1, 12940, et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, ~~sex or gender~~, **gender, gender identity, gender expression**, race, color, medical condition, **genetic information**, ancestry, sexual orientation, marital status, physical or mental disability, Vietnam Veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, ~~sex or gender~~, **gender**, **gender identity**, **gender expression**, race, color, medical condition, **genetic information**, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Notice of this policy will be circulated to all units of the District on an annual basis and incorporated into teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the college district. Failure to comply with this policy may result in termination of the cooperative agreement.

See Administrative Procedure #3410

Adopted: 11/7/05

Revised: 5/8/06

Revised: 1/8/07

Revised: 2/9/09

Revised:

<i>Date to CCC:</i>	5/9/12	<i>Date reviewed by CCC:</i>	5/9/12	<i>Due date:</i> Revisions due to Board within 60 days (BP 2410).	7/9/12
<i>Reason for review: This policy was revised to include a reference to the Reader Privacy Act. (CCLC Update 3/12)</i>					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		
<i>Collective bargaining issue?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Do the changes affect all campus constituencies?</i>	Yes	No	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

BP 4040 Library Services

Reference:

Education Code Section 78100

The District shall have library services that are an integral part of the educational program **and will comply with the requirements of the Reader Privacy Act.**

Adopted: 2/6/06

Revised:

Date to CCC:	<i>11/3/10, 5/9/12</i>	Date reviewed by CCC:	<i>12/8/10, 5/9/12</i>	Due date: <i>Revisions due to Board within 60 days (BP 2410).</i>	<i>7/9/12</i>
Reason for review: <i>This policy was revised to reflect changes regarding pornography and gaming in approved administrative procedure 3722 (10/26/10). The 3/12 CCLC update revised the language regarding protected categories and added a prohibition on bullying. (CCLC Update 3/12)</i>					
Academic and professional matter?	<i>Yes</i>	<i>No</i>	If <u>yes</u>, assigned for review by (e.g. AP&P):		
			Approval/rejection/changes due to Superintendent/President's Office by (date):		
Collective bargaining issue?	<i>Yes</i>	<i>No</i>	If <u>yes</u>, assigned for review by (e.g. AVCFT):		
			Approval/rejection/changes due to Superintendent/President's Office by:		
Do the changes affect all campus constituencies?	<i>Yes</i>	<i>No</i>	If <u>yes</u>, CCC members responsible for sending to constituents for input.		
			Input/suggestions/objections due to CCC recording secretary by:		
			Approval/rejection/changes due to Superintendent/President's Office by:		
If none of the above, does policy/procedure need further review?	<i>Yes</i>	<i>No</i>	If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services): If <u>no</u>, submit to Board for information at next meeting		<i>S. Lowry, C. Madlock, G. Roggenstein</i>
			Approval/rejection/changes due to Superintendent/President's Office by:		<i>6/28/12</i>

BP 5500 Standards of Conduct

Reference:

Education Code Sections 66300, 66301; Accreditation Standard II.A.7.b

Section 1 – General Provisions

- .1 The Board of Trustees of the Antelope Valley Community College District expects students to conduct themselves in a manner consistent with the educational purposes of the college. Student conduct must reflect the standards of behavior as defined in pursuant sections (Education Code Section 76030 - 76037). Student conduct should reflect consideration for the rights of others and students are expected to cooperate with all members of the college community.
- .2 Students shall also respect federal and state laws, board regulations, college regulations, and applicable provisions of civil law.
- .3 College personnel are responsible for communicating appropriate student conduct and for reporting violations thereof. The vice president of student services or designee has the right to administer suitable and proper corrective measures for misconduct.
- .4 Nothing in this article shall be construed to limit the authority of the board of trustees to adopt additional rules and regulations as long as they are not inconsistent with the

requirements of this article. These additional rules may, among other things, prescribe specific rules and regulations governing student behavior, along with applicable penalties for violations of the adopted rules and regulations, and may clarify appropriate due process procedures, including procedure by which students shall be informed of these rules and regulations. (CA Ed. Code 76037).

- .5 A student may be removed, suspended, or expelled only for conduct associated with college activities or college attendance. Students may be disciplined for harassment, threats, or intimidation, unless constitutionally protected. Violation of any law, ordinance, regulation or rule pertaining to the parking of vehicles shall not be cause for suspension or expulsion of a student from the college. (CA Ed. Code 76034, 66301 (d)).
- .6 A student may be suspended by the board of trustees, the college president, or vice president of student services for *good cause*, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The board of trustees may exclude students of filthy or vicious habits, or students suffering from contagious or infectious diseases, or any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (CA Ed. Code Sections 76020 and 76030).
- .7 "Good Cause" may be established by using appropriate investigation standards, such as:
 - a) Interview of witnesses.
 - b) Review of a Campus Security Report(s), if applicable.
 - c) Review of written statements, if applicable.
 - d) Review of pertinent documents, if applicable.
 - e) Review of any other evidence, if applicable.

Section 2 – Guidelines for Student Conduct

Good cause includes, but is not limited to, the following offenses:

- .1 Academic Violations
 - a) Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism – from the Latin word for "kidnap" – involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. ***Students are always responsible for any plagiarism in their work.***

An instructor who determines that a student has cheated or plagiarized has the right to give an "F" grade, or numerical equivalent, for the assignment or examination.

Antelope Valley College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to submission for textual similarity review to an electronic database. (Board Approved 6/21/04)

- b) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- c) Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to, handwritten or typewritten class notes, except as permitted by any college policy or administrative procedure.

.2 General College Violations

- a) Forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c) Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption or the orderly operation of the college.
- d) Unauthorized entry into or use of college supplies, equipment, and or facilities.
- e) Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
- (f) Theft of, or damage to, property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
- (g) Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.

.3 Computer Usage Violations

Theft or abuse of computer resources, including, but not limited to:

- a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.

- c) Unauthorized use of another person's identification and password.
- d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f) Use of computing facilities to interfere with normal operation of the college computing system.
- g) Use of computing facilities for student's personal financial gain or for solicitation of any kind.
- h) Violation of applicable AVC "Computer Use Guidelines."
- i) Intentionally sending or accessing pornography or patently obscene material other than for authorized research or instructional purpose is prohibited. The definition of "pornography" and "obscene" shall be as determined by law.**
- j) Activities that place excessive strain on network resources should be avoided. Conducting activities such as Peer-to-peer (P2P) file sharing, online gaming or use of any other similar technologies may be subject to disciplinary action.**

.4 Behavior Violations

- a) Disorderly, lewd, indecent or obscene conduct, or habitual profanity or vulgarity on college-owned or controlled property, or at college-sponsored or supervised functions.
- b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c) Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
- d) Gambling on District property.
- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f) Actions, which result in injury or death of a student, college personnel, or campus visitor, or damage to property owned by the district.
- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i) Committing or attempting to commit extortion.

- j) Committing sexual harassment as defined by law or by college policies and procedures.
- k) Engaging in harassing or discriminatory behavior based on ~~race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability,~~ **disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation** or any other status protected by law.
- l) **Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.**

.5 Substance Violations

- a) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.
- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

.6 Weapons Violations

- a) Possession or use of any dangerous or deadly weapon or instrument on any college-owned or controlled property or at any college-sponsored or supervised function. For purposes of these guidelines, a “dangerous or deadly weapon or instrument” includes, but is not limited to any: firearm, shotgun, rifle pistol, air rifle, BB gun, folding pocket knife with a blade longer than two and one-half inches, dirk, dagger, locking blade knife, switch blade knife; brass knuckles, blackjack, billy club, nun-chuck sticks, sling shot, tazer, stun gun, shocker, razor blade, acid, metal pipe, sharpened wood or metal trap, or any other weapon, instrument or object designed or modified to inflict physical harm on another person or animal. In the interest of protecting students, college personnel, or campus visitors, the college retains discretion to determine what constitutes a dangerous or deadly weapon or instrument. Certain exceptions can be made for classes or college-sponsored events. Prior written authorization from the vice president of student services, or designee, must be obtained before these items can be brought on-campus or to a college-sponsored event.
- b) Possession or use of replica or imitation weapons on any college-owned or controlled property or at any college-sponsored or supervised function.
- c) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

Students who engage in any of the above are subject to the measures outlined in Administrative Procedure 5520.

See Administrative Procedure #5520

Adopted: 2/6/06

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Revised: