



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
REVISED AGENDA**

**May 2, 2013
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 (attachment)**
 - a. **April 18, 2013 Senate Meeting**
5. **REPORTS (5 minutes maximum)**
 - a. **Accreditation Steering Committee Report - Tina McDermott**
 - b. **Program Review Report - Carol Eastin**
 - c. **Student Learning Outcomes Report - Fredy Aviles**
 - d. **Academic Policy & Procedures Committee - Linda Harmon (attachment)**
 - e. **Legislative Report – Dr. Glenn Haller**
6. **ACTION ITEMS**
 - a. **AP&P Programs & Courses for Senate Approval – Linda Harmon (attachment)**
 - b. **Outstanding Adjunct Award (attachment)**
7. **DISCUSSION ITEMS**
8. **SENATE ADMINISTRATIVE BUSINESS**
 - a. **Appointments**
 - **Academic Senate**
 - **MaryAnne Holcomb – Business, Computer & Economic Development (2 year term beginning Fall 2013)**
 - **Dr. Glenn Haller – Kinesiology Athletics & Dance (2 year term beginning Fall 2013)**
 - **Ken Shafer – Social & Behavioral Sciences (2 year term beginning Fall 2013)**
 - **Ty Mettler – Technical Education (2 year term beginning Fall 2013)**
 - **Honors Committee**
 - **Scott Memmer (2 year term beginning Fall 2013)**
 - **Basic Skills Committee (Vocational)**
 - **Marianne Stewart (completing 1 year of 2 year term ending June 2014)**
 - **Faculty Professional Development Committee**
 - **Dr. Magdalena Caproiu (3 year term beginning Fall 2013)**
 - **Melanle Parker (3 year term beginning Fall 2013)**
 - **Ty Mettler (3 year term beginning Fall 2013)**
 - **Dr. Lee Grishman (completing 2 years of 3 year term ending June 2015)**
 - **Jack Halliday (completing 2 years of 3 year term ending June 2015)**

- **Student Learning Outcomes Committee (Academic Affairs)**
 - **Melanie Parker (completing 1 year of 3 year term ending June 2014)**
 - **Equivalency Committee**
 - **Dr. Igor Marder (3 year term beginning Fall 2013)**
 - **Honors Committee**
 - **Scott Memmer (2 year term beginning Fall 2013)**
- b. Minimum Qualifications & Equivalency (attachment)**
- **Language Arts – Communication Studies (Speech Communications)**
- c. Announcements**
- **Faculty Leadership Institute – June 13-15, 2013, Sheraton Grand, Sacramento**
 - **Curriculum Institute – July 11-13, 2013, Sheraton Park Hotel, Anaheim Resort**

9. ADJOURNMENT

NON-DISCRIMINATION POLICY

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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. Maria Clinton, Academic Senate President, at (661) 722-6306 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.



ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
MINUTES
May 2, 2013
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

The Academic Senate meeting of May 2, 2013 was called to order at 4:11 by Ms. Maria Clinton, Academic Senate President.

A motion was made and seconded to amend the agenda in order to email Senators to address the following items necessary to expedite: In lieu of the items presented at the Senate meeting, the email will call for a vote.

- 1) Committees for hiring new faculty. Official notification for representatives for hiring committees. It will be necessary for faculty to work on these committees over summer – hopefully not into July or August 2013.
- 2) Language Arts Equivalency. A new faculty member is needed for Language Arts; the equivalency needs to be processed. The Equivalency Review Committee will review the application and the Senate will vote.
- 3) Title 5 grant pays for LHE release time for Basic Skills. There are two (2) individuals that serve in that function with terms ending. Funding does not end until next year. Mr. Christos Valiotos has requested to extend the two (2) positions for another year, in order to write another grant.

Dr. Ron Chapman noted the lack of opportunity for discussion. Ms. Susan Knapp suggested a separate email for each item.

Item carried with one (1) opposition and one (1) abstention.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Ms. Maria Clinton commented on the positive reports regarding Dr. Jackie Fisher's condition, noting the campus body and community are all monitoring the news closely.

Ms. Clinton gave the following report from her recent attendance at the Academic Senate for California Community College 2013 Spring Plenary Session:

- Senate Chairs called for specific breakout sessions. Ms. Clinton read the statement regarding the change in discipline for the teacher education issue, and reported the issue was met with tremendous opposition and was shot down.
- There was significant discussion regarding the pot of money for Adult Education. The state is in limbo as to disbursement of funding, and how K-12 will work into the population. Non-credit is an issue, as community colleges receive less LHE (.67). Data collection stopped in 2009, so there isn't data to support a decision.
- Accreditation - two issues
 - 1) Distance Education
Ms. Clinton discussed the ongoing challenge addressed regarding verification that the student logged into online education is the actual student enrolled in the course, and that there are new programs out there that are trying to address the authentication of students.

2) Institutional Standards

Ms. Clinton talked about the new Institutional Set Standards that are a new requirement from ACCJC. She explained the process that AVC took in determining AVC's institutional standards was what the majority of other California Community Colleges did as well: averaged 3-5 year old data, while many community colleges used 5-10 year old data, a small number of institutions felt it wasn't enough time to consider data so they didn't create institutional standards for their colleges. Ms. Clinton reported that many campuses are scheduled for an Accreditation visit in October 2013 as well.

- Faculty Professional Development:

Ms. Clinton discussed implementation of recommendations that will be voted on this month (May 2013) by the Board of Governors regarding Faculty Professional Development. Implementation of the new process will take place in 2015. The current contract includes ten (10) Flex days. The recommendation includes five (5) Flex days.

In California the money that is used for Faculty Professional Development is through Flex that comes from FTES. However, the new SSTF recommendation is looking at another formula to create a funding mechanism for campus wide mandated professional development, where administrators, classified and faculty will be required to have professional development. The Statewide Academic Senate passed the following resolution while they were they, because Chancellor's office was going to implement without consulting the Statewide Senate:

The Academic Senate requires a consultation with the Statewide Senate to confer with first, prior to implementation of any changes regarding Faculty Professional Development.

- MOOCs and Coursera

Ms. Clinton reported that MOOCs and Coursera organizations were present, and were included in breakout sessions as were a significant portion of the General Session. Both were addressed as the new Distance Education model, reiterating their stance as not to replace instruction, but for use as an electronic textbook for instructors to use in their classroom; not pushing as a new online university – which is a platform many politicians use to project the future of education.

Ms. Clinton reported attending a Consensus Workshop recently, where the process for consensus was discussed and reviewed. She stated the workshop was valuable, but cut short on time. The facilitator was on campus and met with many administrators and leadership groups and committees, and will facilitate future workshops.

3. **OPEN COMMENTS FROM THE PUBLIC**

Ms. Patricia Marquez Acting President/Superintendent, addressed members to say hello and give a brief update on Dr. Fisher. Ms. Marquez reported speaking with the Vice Presidents, and meeting with Ms. Maria Clinton. Ms. Marquez has reinstated the Mutual Agreement Council that will meet twice monthly. Ms. Marquez stated one goal while acting as President/Superintendent, is to address various pressing issues that need resolution prior to the end of the term.

Ms. Marquez encouraged members to consider the entirely new upper management team, and to be aware of processes and procedures to help train these new individuals.

4. **APPROVAL OF MINUTES** (attachment)

- April 18, 2013 Senate Meeting

A motion was made and seconded to approve the minutes of the April 18, 2013 Academic Senate Meeting.

Motion carried.

Approved: May 16, 2013 Academic Senate Meeting

5. REPORTS (5 minutes maximum)

a. Accreditation Steering Committee Report - Tina McDermott

Ms. Tina McDermott, Accreditation Steering Committee Chair provided the following report which was read by Ms. Maria Clinton.

Accreditation Update

Midterm Improvement Plans Update: All improvement plans are adequately addressed. As to Std. 4 - Consensus and meeting minutes - workshop was helpful to address the standard and the improvement plans. Need to be sure there is a process to implement the recommendations of the consultant Dr. Lee and that it is adequately communicated across the campus.

Recommendations Follow Up Report Update:

#1a – WEAVEonline is heavily populated with SLO data and action plans that show that faculty are monitoring trends and progress and using the data to make improvements – 100% participation across campus must be maintained each semester.

#1b – revising response to better include a focus on planning and the role of the Ed Master Plan – this is going well. Program review plays important role in budgeting and planning. Providing a step by step of the budget process from SLO to budget adoption with evidence of each step.

#1c – Many examples that show that SLOs and Program review are being used to justify financial requests that fit with the goals of the college to improve student learning. Improved structure for SPBC, better inter-committee dialogue and communication across campus re accreditation issues. Dialogue is strong – people are talking about SLOs, integrated planning, and accreditation in different committees.

#1d – 97% written – 90% assessed. Examples from nursing, Child & Family Education, and Job Placement Center of using PLO assessments to inform decisions to make changes and improvements.

#2a – 22 program minutes that show that professional input is utilized for curriculum and other program decisions – showed 2010 – 2011 in follow up report, now have 2011-2012 – shows ongoing commitment to industry input.

#2b – Program Review changes – revised forms being used since Fall 2012. All campus is using the same data set for evaluation. The annual updates and comprehensives were all done on schedule. Specific new questions in program review ask for specific connections to SLOs, PLOs, Ed Master plan, and analysis of improvements.

#2c – New EBSCO Discovery – greater student usage states – app. 20% increase. New purchase of EBSCO databases for e-books 160,000 new books more current and complete

#2d – ITS - Adding a section on the IT committee to more fully answer the recommendation. Help desk revisions to procedures fine-tuned by current IT director

#3 – ITS - Providing update on completion of projects listed in 2012 report

#4 – GASB - More discussions about funding GASB and they are going forward to SPBC – will give more info in June.

b. Program Review Report - Carol Eastin

Ms. Carol Eastin, Program Review Committee Chair, gave the following report:

May 2013 Report to the Academic Senate

2012 Annual Update Reports

All discipline/area reports submitted.

2012 Comprehensive Reports

Done

Auxiliary Services – Bookstore and Cafe
Business Services
Institutional Advancement and Foundation
Office of the Superintendent/President
Veterans Affairs

Report Submitted, In Revision

CalWORKs
Office for Students with Disabilities

2013 Reports – due October 31

Continue preparation (e.g. conduct stakeholder surveys, evaluate impact of changes, review 2012 reports and address issues). The reports written in 2013 will build on the 2012 reports.

Comprehensive

Business, Computer Studies and Economic Development
EOPS (Extended Opportunity Programs and Services)
Health Sciences
Human Resources
Social and Behavioral Sciences
Student Development and Services
STAR (Student Transition and Retention)
Technical Education

Annual Update

Divisions/areas not writing comprehensive reports in 2013 will write annual update reports.

c. Student Learning Outcomes Report - Fredy Aviles

Dr. Fredy Aviles, Student Learning Outcomes Committee Chair, gave the following report:

As of May 2, the SLO Committee has accomplished the following:

- 1) Approved PLOs: English AA-T, History AA-T, Geology AS-T, English non-transfer, Commercial Photography, Child & Family Education AS-T
- 2) Approved SLOs: SOC 116
- 3) Held WEAVE training for SLO committee members.
- 4) Finalized and approved SLO/PLO Revision Process to be implemented in Fall 2013 (Coordinated with Linda Harmon of AP&P).
- 5) Held discussion regarding counseling OOs/PLOs: Areas such as counseling feel that they are faculty and should thus have PLOs not OOs. Aeron Zentner noted that OOs will be split into AUOs (Administrative Unit Outcomes) and SSOs (Student Service Outcomes) to take care of this issue.
- 6) Distributed SLO Handbook to SLO committee members for comment and corrections.
- 7) FPD: Revising & Reviewing SLOs/PLOS Monday 3/25, 6-9 pm (SSV 151), and SLOs/PLOS Closing the Loop, Monday 4/15, 6-9 pm (SSV 151): both were poorly attended as usual but featured lively discussion.
- 8) Started discussion concerning goals for Fall 2013 – Spring 2014 and formal assessment method for SLO committee.
- 9) Started discussion concerning Fall 2013 Welcome Back.
- 10) Tina McDermott, Sharon Lowry, Karen Cowell, Aeron Zentner, Ladonna Trimble, and Fredy Aviles (SLO Co-chair) attended ACCJC SLO conference on April 29, 2013: Conference focused on ACCJC standards for evaluation, changing the college culture from one of “compliance” to one of “intentionality,” group discussion regarding successful SLO strategies and unsuccessful SLO strategies. Note: several attendees spoke against using CurricUNET for SLO assessment and documentation purposes.
- 11) 100% of SLOs, OOs, and 97% of PLOs now defined (PLO # excludes AA-T and AS-T degrees). Only LAS degree Option I (Math & Sciences) & LAS degree Option III (Arts and Humanities) PLOs are outstanding. Need to focus on PLO assessment and action plans.

d. **Academic Policy & Procedures Committee - Linda Harmon**

Ms. Linda Harmon, Academic Policy & Procedures Committee Chair gave the following report:

RECOMMENDATIONS TO THE SENATE FOR APPROVAL:

- **Mission Statement**

OLD – The mission of the Antelope Valley Community College District is to serve the community by placing student success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

NEW – The mission of the Antelope Valley Community College District is to provide a comprehensive education to a diverse community of learners by placing student success and student-centered learning as our number one priority through high quality educational standards and innovative programs and services in a professional, team-driven environment.

A motion was made and seconded to approve the updated Mission Statement. Motion carried.

- **Proficiency Updates:**

A motion was made and seconded to approve the revised Reading Proficiency:

Reading Old: Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a minimum grade of “C” or “P” (Pass).

Reading New: Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

Motion carried.

A motion was made and seconded to approve the revised Writing Proficiency:

Writing Old: Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.

Writing New: Completion of English 101 with a minimum grade of C. Note: English 101 may be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept English 101 courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

Motion carried.

A motion was made and seconded to approve the revised Math Proficiency:

Math Old: Completion of MATH 102 or higher or CIS 121 with a minimum grade of “C.”

Math New: Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

Motion carried.

Four Year Course Outline of Record Review Cycle – It was reported by Dr. Lee Grishman that UC had changed its requirements and CORs must be no older than 5 years to retain transferability. Also, textbooks must not be older than 7 years from the date of publication. Exception: Courses such as Computer Science and other technical disciplines which require updated texts for currency must be within 5 years of publication to retain transferability. Dr. Grishman indicated that when a course was approved as CSU or IGETC general education course we need to now follow these revision guidelines. A discussion was held and it was determined to take it to the divisions for discussion and brought back to the committee for action on November 29, 2012 meeting it was voted on and approved.

- **Administrative Policies Reviewed and Approved**

A motion was made and seconded to approve the revised AP 5075:

AP 5075: Course Adds and Drops. This was revised to state that: ~~As of July 1, 2000, the~~ **The** district must establish the number of times that a student may withdraw from a class and receive a “W”. Students will not be permitted to withdraw and receive a “W” in a class more than ~~four~~ **three** times.

Motion carried.

A motion was made and seconded to approve the revised AP 4260:

AP 4260: Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment. This was amended to state: Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, and advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories and limitations be established based solely on content review or content review with statistical validation.

Motion carried.

A motion was made and seconded to approve the revised AP 5031:

AP 5031: Instructional Materials Fees. Revisions to this policy were as follows: Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision. Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase. Instructors shall take reasonable steps to minimize the cost of instructional materials.

Motion carried.

A majority vote on each of these items was reached after discussion with the divisions and the committee members so it was sent forward to the College Coordinating Council.

Report:

Fall Semester:

- The AP&P committee began the 2012-2013 academic year with the first meeting on Thursday, August 20, 2012. At this meeting, the Chancellor's office mandatory Stand Alone Training was conducted. All members of the AP&P committee are required to attend this training provided by the Chancellor's Office. A certified letter has been submitted to the Chancellor's Office advising them of our compliance with this regulation.
- The AP&P committee had established a deadline of November 29, 2012 for submission and approval of courses and degrees for inclusion in the 2013-2014 College Catalog and academic year offerings. Many courses needed to be submitted in CurricUNET by September 30, 2012 to allow ample time for the material to move through the review process.
- There were 15 CurricUNET/COR revision workshops offered throughout the fall semester to assist with this passage of courses through the system.
- The AP&P Faculty Co-chair and committee members conducted workshops on the following dates, times and location:
 1. Friday, August 31, 2012, 9:00-12:00p.m. – BE 321 (Darcy Wiewall)
 2. Friday, August 31, 2012, 1:00-4:00p.m. – BE 321 (Richard Coffman)
 3. Wednesday, September 5, 2012, 1:00-4:00p.m. – BE 321 (Richard Coffman)
 4. Thursday, September 6, 2012, 1:30-4:00p.m. – BE 321 (Richard Coffman)
 5. Monday, September 10, 2012, 9:00-12:00p.m. – BE 321 (Lisa Karlstein)
 6. Tuesday, September 11, 2012, 9:00-12:00p.m. – BE 311 (Denise Walker)
 7. Tuesday, September 11, 2012, 2:00-4:00p.m. – BE 321 (Denise Walker)
 8. Wednesday, September 12, 2012, 2:00-4:00p.m. – BE 321 (Lisa Karlstein)
 9. Thursday, September 13, 2012, 9:00-12:00p.m. – BE 311 (Linda Harmon)
 10. Friday, September 14, 2012, 9:00-12:00p.m. – BE 321 (Darcy Wiewall)
 11. Wednesday, September 19, 2012, 1:00-4:00p.m. – BE 321 (Scott Lee)
 12. Thursday, September 20, 2012, 1:30-4:00p.m. – BE 321 (Richard Coffman)
 13. Tuesday, September 25, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
 14. Wednesday, October 3, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
 15. Wednesday, October 17, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
 - During the Fall semester the following courses were approved:
New Courses – 10

Revised Courses - 257
Distance Ed Courses – 12
New Programs – 12
Course Deactivations – 45
Increase to Material Fees – 4

- Fredy Avilas visited the committee meeting to discuss the SLO/PLO process. It was indicated that all courses/programs required SLOs/PLOs on file prior to course approval. This process is lack and not followed completely. A system needs to be in place to assure this is occurring.

Spring Semester:

- The change in the cycle of course review to 5 years created a large list of courses that needed to be updated to comply with the change. Over 500 courses as well as the new Transfer Model Curriculum (TMC) degrees would need to be brought before the AP&P committee in the fall of 2013 to comply with this change. Committee members were encouraged to get faculty informed and brought up to speed on inputting CORs into CurricUNET.
- The timeframe to get courses and degrees approved for submission for inclusion in the 2014-2015 College Catalog and academic year offerings was on or before November 14, 2013. Many courses need to be submitted in CurricUNET by early September 2013 to allow ample time for the material to move through the review process.
- To facilitate the expanded need to get courses approved, there were – CurricUNET/COR revision workshops offered during the spring semester. Several of these workshops were not well attended. A discussion with the committee emphasized the urgency to get the courses begun in the system and the attendance improved.
- The AP&P Faculty Co-chair conducted workshops on the following dates and times. Locations were as listed.
 1. Tuesday, March 12, 2013, 10:30a.m.-2:30p.m. – BE 321 (Linda Harmon)
 2. Wednesday, March 13, 2013, 8:00-10:50a.m. – BE 321 (Linda Harmon)
 3. Wednesday, March 27, 2013, 1:00-4:00p.m. – BE-321 (Linda Harmon)
 4. Tuesday, April 9, 2013, 12:00-4:00p.m. – BE-321 (Linda Harmon)
- During the Spring semester the following courses were approved:
 - New Courses – 1
 - Revised Courses - 2
 - Distance Ed Courses – 1
 - New Programs – 3
 - Revised Programs – 2
 - Course Deactivations 3
 - Removal of Material Fees - 7
- A meeting was set up with the SLO committee chair to discuss methods of joining the CurricUNET and SLO paperwork. It was not attended by the chair at that time but later an impromptu meeting was held where items were discussed. After discussion in committee and in divisions, it was voted to add checking SLOs step to the CurricUNET process. This will be worked on during the summer and in place by fall.
- It was discussed and approved to change the spring process to allow approval of certain courses. Those courses that were returned without C-ID approval and had deadline dates for approval would be allowed to be processed.
- AP&P committee members with expiring terms were announced (Social and Behavioral Sciences; Math and Engineering; Student Services/Counseling; Academic Affairs Dean). Members are either looking for a replacement or will continue to serve on the committee. For those leaving, reminders to have your replacement get a proxy for those times they are not available. A memo needs to be on hand.

e. Legislative Report – Dr. Glenn Haller

None.

6. ACTION ITEMS

a. Addendum Agenda Items

Ms. Clinton asked members to consider voting on the following three (2) items via an email she will distribute:

- 1) Equivalencies for Drama and Language Arts
- 2) Senate Representatives for the upcoming hiring committees.

A motion was made and seconded to vote on the three aforementioned items via email. Motion carried with one (1) opposition.

b. Outstanding Adjunct Award (attachment)

A motion was made and seconded to open the ballot process to formally select an Outstanding Adjunct recipient.

Senators were requested to review the nomination letters provided within their Senate meeting packet. Three nominees were forwarded for consideration: Nicelle Davis – Language Arts, Christ Hamilton, Business and Computer Studies, and Jon LaCroix – Visual and Performing Arts. Ballots were distributed and collected. Ms. Masters tallied completed ballots and a winner for the Outstanding Adjunct Award was selected. The name of the winner will be announced at the May 22, 2013 Faculty Recognition Day event.

Motion carried.

7. DISCUSSION ITEMS

None.

8. SENATE ADMINISTRATIVE BUSINESS

a. Appointments

• Academic Senate

- **MaryAnne Holcomb – Business, Computer & Economic Development (2 year term beginning Fall 2013)**
- **Dr. Glenn Haller – Kinesiology Athletics & Dance (2 year term beginning Fall 2013)**
- **Ken Shafer – Social & Behavioral Sciences (2 year term beginning Fall 2013)**
- **Ty Mettler – Technical Education (2 year term beginning Fall 2013)**

A motion was made and seconded to confirm MaryAnne Holcomb, Ken Shafer and Ty Mettler to the Academic Senate. Motion carried with no abstentions.

• Honors Committee

- **Scott Memmer (2 year term beginning Fall 2013)**

A motion was made and seconded to confirm Scott Memmer to the Honors Committee. Motion carried with no abstentions.

• Basic Skills Committee (Vocational)

- **Marianne Stewart (completing 1 year of 2 year term ending June 2014)**

A motion was made and seconded to confirm Marianne Stewart to the Basic Skills Committee (Vocational seat). Motion carried with no abstentions.

- **Faculty Professional Development Committee**

- **Dr. Magdalena Caproiu (3 year term beginning Fall 2013)**
- **Melanie Parker (3 year term beginning Fall 2013)**
- **Ty Mettler (3 year term beginning Fall 2013)**
- **Dr. Lee Grishman (completing 2 years of 3 year term ending June 2015)**
- **Jack Halliday (completing 2 years of 3 year term ending June 2015)**

A motion was made and seconded to confirm Dr. Magdalena Caproiu, Melanie Parker, Ty Mettler, Dr. Lee Grishman and Jack Halliday to the Faculty Professional Development Committee. Motion carried with no abstentions.

- **Student Learning Outcomes Committee (Academic Affairs)**

- **Melanie Parker (completing 1 year of 3 year term ending June 2014)**

A motion was made and seconded to confirm Melanie Parker to the Student Learning Outcomes Committee. Motion carried with no abstentions.

- **Equivalency Committee**

- **Dr. Igor Marder (3 year term beginning Fall 2013)**

A motion was made and seconded to confirm Dr. Igor Marder to the Equivalency Committee. Motion carried with no abstentions.

a. Announcements

- Ms. Clinton encouraged members to run for Senate Executive seats for the 2013-2014 academic year. She opened the floor to nominations, without response.
- Faculty Leadership Institute – June 13-15, 2013, Sheraton Grand, Sacramento
- Curriculum Institute – July 11-13, 2013, Sheraton Park Hotel, Anaheim Resort

9. ADJOURNMENT

The Academic Senate Meeting of May 2, 2013 was adjourned at 5:12 p.m. by Ms. Maria Clinton, Academic Senate President.

MEMBERS PRESENT			
Maria Clinton, President	Jack Halliday	Kathy Moore	Ken Shafer
Dr. Liette Bohler	Mary Anne Holcomb	Dr. Zia Nisani	Elizabeth Sundberg
Dr. Ron Chapman	Susan Knapp	Dr. Berkeley Price	Larry Veres
Christopher Dundee	Kenneth Lee	Terry Rezek	Karen Lubick
Dr. Lee Grishman	Ty Mettler	Van Rider	
MEMBERS ABSENT		GUESTS/EX-OFFICIO	
Michael Hancock	Dr. Alexandra Schroer	Dr. Susan Lowry	
Dr. Glenn Haller	Pavinee Villapando		

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.

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Approved: May 16, 2013 Academic Senate Meeting

ACADEMIC POLICES AND PROCEDURES REPORT

TO: MARI A CLINTON, ACADEMIC SENATE PRESIDENT
CC: SARON LOWRY, VICE PRESIDENT OF ACADEMIC AFFAIRS, AP&P CO-CHAIR
FROM: LINDA HARMON, AP&P FACULTY CO-CHAIR
DATE: 05/02/2013
RE: SPRING 2013 SEMESTER AP&P REPORT

RECOMMENDATIONS TO THE SENATE FOR APPROVAL:

Mission Statement

OLD – The mission of the Antelope Valley Community College District is to serve the community by placing student success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

NEW – The mission of the Antelope Valley Community College District is to provide a comprehensive education to a diverse community of learners by placing student success and student-centered learning as our number one priority through high quality educational standards and innovative programs and services in a professional, team-driven environment.

Proficiency Updates:

Reading Old: Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a minimum grade of "C" or "P" (Pass).

Reading New: Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

Writing Old: Completion of ENGL 101 with a minimum grade of "C." NOTE: Completion of ENGL 101 with a "P" (Pass) option does not satisfy this requirement.

Writing New: Completion of English 101 with a minimum grade of C. Note: English 101 may be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept English 101 courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

Math Old: Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C."

Math New: Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

Four Year Course Outline of Record Review Cycle – It was reported by Dr. Lee Grishman that UC had changed its requirements and CORs must be no older than 5 years to retain transferability. Also, textbooks must not be older than 7 years from the date of publication. Exception: Courses such as Computer Science and other technical disciplines which require updated texts for currency must be within 5 years of

publication to retain transferability. Dr. Grishman indicated that when a course was approved as CSU or IGETC general education course we need to now follow these revision guidelines. A discussion was held and it was determined to take it to the divisions for discussion and brought back to the committee for action on November 29, 2012 meeting it was voted on and approved.

Administrative Policies Reviewed and Approved

AP 5075: Course Adds and Drops. This was revised to state that: ~~As of July 1, 2000, the~~ The district must establish the number of times that a student may withdraw from a class and receive a "W". Students will not be permitted to withdraw and receive a "W" in a class more than ~~four~~three times.

AP 4260: Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment. This was amended to state: Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, and advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories and limitations be established based solely on content review or content review with statistical validation.

AP 5031: Instructional Materials Fees. Revisions to this policy were as follows: Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision. Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided or the student in a clear and understandable manner prior to purchase. Instructors shall take reasonable steps to minimize the cost of instructional materials.

A majority vote on each of these items was reached after discussion with the divisions and the committee members so it was sent forward to the College Coordinating Council.

Report:

Fall Semester:

- The AP&P committee began the 2012-2013 academic year with the first meeting on Thursday, August 20, 2012. At this meeting, the Chancellor's office mandatory Stand Alone Training was conducted. All members of the AP&P committee are required to attend this training provided by the Chancellor's Office. A certified letter has been submitted to the Chancellor's Office advising them of our compliance with this regulation.
- The AP&P committee had established a deadline of November 29, 2012 for submission and approval of courses and degrees for inclusion in the 2013-2014 College Catalog and academic year offerings. Many courses needed to be submitted in CurricUNET by September 30, 2012 to allow ample time for the material to move through the review process.
- There were 15 CurricUNET/COR revision workshops offered throughout the fall semester to assist with this passage of courses through the system.
- The AP&P Faculty Co-chair and committee members conducted workshops on the following dates, times and location:

1. Friday, August 31, 2012, 9:00-12:00p.m. – BE 321 (Darcy Wiewall)
2. Friday, August 31, 2012, 1:00-4:00p.m. – BE 321 (Richard Coffman)
3. Wednesday, September 5, 2012, 1:00-4:00p.m. – BE 321 (Richard Coffman)
4. Thursday, September 6, 2012, 1:30-4:00p.m. – BE 321 (Richard Coffman)
5. Monday, September 10, 2012, 9:00-12:00p.m. – BE 321 (Lisa Karlstein)
6. Tuesday, September 11, 2012, 9:00-12:00p.m. – BE 311 (Denise Walker)
7. Tuesday, September 11, 2012, 2:00-4:00p.m. – BE 321 (Denise Walker)
8. Wednesday, September 12, 2012, 2:00-4:00p.m. – BE 321 (Lisa Karlstein)
9. Thursday, September 13, 2012, 9:00-12:00p.m. – BE 311 (Linda Harmon)
10. Friday, September 14, 2012, 9:00-12:00p.m. – BE 321 (Darcy Wiewall)
11. Wednesday, September 19, 2012, 1:00-4:00p.m. – BE 321 (Scott Lee)
12. Thursday, September 20, 2012, 1:30-4:00p.m. – BE 321 (Richard Coffman)
13. Tuesday, September 25, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
14. Wednesday, October 3, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
15. Wednesday, October 17, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)

- During the Fall semester the following courses were approved:
 - New Courses – 10
 - Revised Courses - 257
 - Distance Ed Courses – 12
 - New Programs – 12
 - Course Deactivations – 45
 - Increase to Material Fees – 4
- Fredy Avilas visited the committee meeting to discuss the SLO/PLO process. It was indicated that all courses/programs required SLOs/PLOs on file prior to course approval. This process is lack and not followed completely. A system needs to be in place to assure this is occurring.

Spring Semester:

- The change in the cycle of course review to 5 years created a large list of courses that needed to be updated to comply with the change. Over 500 courses as well as the new Transfer Model Curriculum (TMC) degrees would need to be brought before the AP&P committee in the fall of 2013 to comply with this change. Committee members were encouraged to get faculty informed and brought up to speed on inputting CORs into CurricUNET.
- The timeframe to get courses and degrees approved for submission for inclusion in the 2014-2015 College Catalog and academic year offerings was on or before November 14, 2013. Many courses need to be submitted in CurricUNET by early September 2013 to allow ample time for the material to move through the review process.
- To facilitate the expanded need to get courses approved, there were – CurricUNET/COR revision workshops offered during the spring semester. Several of these workshops were not well attended. A discussion with the committee emphasized the urgency to get the courses begun in the system and the attendance improved.
- The AP&P Faculty Co-chair conducted workshops on the following dates and times. Locations were as listed.
 1. Tuesday, March 12, 2013, 10:30a.m.-2:30p.m. – BE 321 (Linda Harmon)
 2. Wednesday, March 13, 2013, 8:00-10:50a.m. – BE 321 (Linda Harmon)
 3. Wednesday, March 27, 2013, 1:00-4:00p.m. – BE-321 (Linda Harmon)
 4. Tuesday, April 9, 2013, 12:00-4:00p.m. – BE-321 (Linda Harmon)

- During the Spring semester the following courses were approved:
 - New Courses – 1
 - Revised Courses - 2
 - Distance Ed Courses – 1
 - New Programs – 3
 - Revised Programs – 2
 - Course Deactivations 3
 - Removal of Material Fees - 7

- A meeting was set up with the SLO committee chair to discuss methods of joining the CurricUNET and SLO paperwork. It was not attended by the chair at that time but later an impromptu meeting was held where items were discussed. After discussion in committee and in divisions, it was voted to add checking SLOs step to the CurricUNET process. This will be worked on during the summer and in place by fall.

- It was discussed and approved to change the spring process to allow approval of certain courses. Those courses that were returned without C-ID approval and had deadline dates for approval would be allowed to be processed.

- AP&P committee members with expiring terms were announced (Social and Behavioral Sciences; Math and Engineering; Student Services/Counseling; Academic Affairs Dean). Members are either looking for a replacement or will continue to serve on the committee. For those leaving, reminders to have your replacement get a proxy for those times they are not available. A memo needs to be on hand.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

To: Academic Senate

From: Linda Harmon, AP&P Cochair
Mrs. Sharon Lowry, VP of Academic Affairs and AP&P Cochair

Date: April 17, 2013

Subject: Academic Policies and Procedures Committee Recommendations for Academic Senate Approval
Course and Program Approvals

The following courses were reviewed and approved by the Academic Policies and Procedures (AP&P) Committee during the 2/14/13, 2/28/13, 3/14/13, 3/28/13, and 4/11/13 meetings:

New Course Development

1. ANTH 101L, Introduction to MATLAB, Simulink, Stateflow 3 hrs lab, 1 units
Corequisite: Concurrent enrollment in ANTH 101 or prior completion.
This is an introductory laboratory course that investigates human evolution and human biological diversity from a scientific perspective. This includes human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and modern human variation. The course is designed for students who study anthropology, biology, ethnic studies and all other disciplines. A field trip may be required. (CSU, AVC)
Note: UC designation requested. General Education notation request, AVC GE Area A, IGETC Area 4A, CSU/GE Area B3

Revised Courses

1. Online – FTV 101, Introduction to Film 4 hours lec/lab weekly, 3 units
2. KIN 175, Advanced Weight Training for Athletes
 - Change units from 2 to variable units (.5 - 20 units)
 - Change hours from 6 to 1.5 – 6 hours weekly
 - Change LHE from 4.0 to .75 – 3.0 LHE
 - Change TOP code to 0835.50, Intercollegiate Athletics
3. KIN 140, Pre-Season Sport Conditioning
 - Add limitation on enrollment: "Must be a potential member of an intercollegiate athletic team."
 - Change TOP code to 0835.50, Intercollegiate Athletics
4. Online – SOC 101, Introduction to Sociology 3 hours lec weekly, 3 units
5. Hybrid – SOC 101, Introduction to Sociology 3 hours lec weekly, 3 units

Course Deactivation

1. CHEM 212, Organic Chemistry Support Laboratory
2. LIB 105, Libraries and Information
3. MUS 258, Composition

Instructional Material Fee Revision

1. NS 111, Fundamentals of Nursing – Removed Material Fee
2. NS 232, Psychiatric/Geriatric/Community Health Nursing – Removed Material Fee
3. NS 241, Medical/Surgical Nursing II – Removed Material Fee
4. NS 121, Obstetrical, Neonatal and Women's Health Nursing – Removed Material Fee
5. NS 122, Medical/Surgical Nursing I – Removed Material Fee
6. NS 200, Nursing Transition – Removed Material Fee
7. NS 231, Pediatric/Community Health Nursing – Removed Material Fee

The following programs were reviewed and approved by the Academic Policies and Procedures (AP&P) Committee during the 2/14/13, 2/28/13, 3/14/13, 3/28/13, and 4/11/13 meetings:

Revised Programs

1. English-Transfer, AA
2. English-Non-Transfer, AA

New Program Development

1. English, AA-T – Major Core: 18 / Total Units: 60
2. Geology, AS-T – Major Core: 28 / Total Units: 60
3. Music, AA-T – Major Core: 26 / Total Units: 60

Outstanding Adjunct Nominee, Nicelle Davis, Language Arts

Ms. Davis is an AVC graduate who went on to earn a B.A. in English from CSUB-AV and then an M.F.A. from the writing program at U.C. Riverside. She started teaching at AVC as an intern and presently is an adjunct with a full load of developmental- and transfer- level English courses.

Ms. Davis meets or exceeds all of the selection criteria for this award. Specifically,

- she consistently receives the highest possible evaluation ratings from her students;
- she holds up to fifteen hours a week of unpaid office hours and volunteer tutoring;
- her retention rates and success rates in Basic Skills writing courses are among the highest of any staff member, full-time or adjunct;
- she works willingly at both Palmdale and Lancaster campuses, in evening as well as daytime class assignments, and from the most foundational courses (English 095) to the top transfer courses (English 102);
- and she actively participates in (and often initiates) staff enrichment opportunities, including Flex programs, English Dept. comp retreats, norming sessions, guest speakers, and tutor training. She is a member of the Youth Build program and has been a liaison for the still-nascent Student Success Center. She assists in maintaining the weekly Language Arts news items display case in the LS1 hallway and encourages students to join her and Santi Tafarella and other staff members on field trips to the Getty. She has contributed to Program Review, to SLO language, and is developing an Honors course.

Ms. Davis is an innovative and engaging teacher, and is working on a conference paper about social media and the classroom. Her students act out skits, guest teach, paint pictures, dance the parts of grammar, and engage in a full range of kinesthetic and other learning mode projects.

She works well not only with her immediate colleagues but also reaches out across disciplines. In Theatre Arts, she helped design and install the mosaic art project around the Black Box's ticket booth, and recently in Foreign Languages, she worked closely with Marthe Aponte. Professor Aponte had this to say:

Nicelle is an expert in creating an inspirational learning environment through her interdisciplinary poetic pedagogy. She organized a workshop for English and French students based on Victor Hugo's poem "Oceano Nox," using philosophy and arts for learning across the curriculum. Her amazing method of teaching English is truly inspiring and motivating.

In addition to being an outstanding teacher, Ms. Davis is also a literacy advocate and local volunteer, representing AVC at a number of outreach activities in the broader community. Over the past several years, these have included

- Sage Brush Cafe Writers Group, Quartz Hill
- Acton/Agua Dulce Writing Group, Acton Library
- Word AV, Literacy Advocacy Group

- Mental Health Association writing workshop
- monthly poetry event at Butler's Coffee Shop, Palmdale
- free online literacy workshops at the "Bees' Knees" blog
- directs, fundraises, and builds sets for Antelope Valley Thespians
- Youth for Positive Change (Sunland, Echo Park, Compton, Watts)
- Poetry in the Schools (various Los Angeles-area school districts)

Ms. Davis is a published author, and most recently has been nominated for a "Best Article" award from The English Council of Two-Year Colleges, for her co-authored piece entitled "Keats, Derrida, and Expanded Definitions of Student Success." In addition, she is editing a book titled *Ghost Republic* for Ampersand Press about the ghost town of Bodie, a state park at the far end of the Owens Valley. She also has recently been named to the editorial board of the nationally-respected literary journal, *Los Angeles Review*.

Her poetry book *Circe* (2011) has received good reviews, and a blurb cited on Amazon says that "Nicelle Davis has given us an entirely new and riveting version of Circe, a woman painfully scorned, whose path towards healing leads her into a greater awareness of herself."

Further, she has books pending with the Red Hen Press publishing group (fall, 2013) and Rose Metal Press (spring, 2014). She also has several more manuscripts in development.

In public roles, she has been an invited speaker or reader in Boston, New York, Chicago, Hollywood, Santa Monica, Pasadena, and Ventura. At these events, though, Nicelle is always proud to explain that she's just a desert kid, and that she lives and works in the Antelope Valley. Any time she gets a chance, she invites unknown or beginning writers to share her events with her, and collaborates as well with local musicians and costume designers so that the poetry event is always a celebration of creative energy and group process, and never just her own solo "moment in the spotlight."

Her philosophy throughout is simple. As she has said, "Writing is a conduit: it is the space between two people defined by the possibility of making a connection."

Our campus and our community are richer for her presence. Ms. Davis sets an example for students and faculty that is worth celebrating and rewarding.

Nomination respectfully submitted by



Dr. Rachel Jennings



Professor Charles Hood



ANTELOPE VALLEY COLLEGE

*Business, Computer Studies, and
Economic Development Division*

TO: Academic Senate Committee Members
DATE: March 27, 2013
FROM: BCSED Division Faculty
SUBJECT: Outstanding Adjunct Faculty Nomination – Chris Hamilton

The Business, Computer Studies, and Economic Development Division faculty are pleased to nominate Mr. Chris Hamilton for the 2013 Outstanding Adjunct Faculty Award. Below are just a few details to demonstrate his qualifications for this honor.

Mr. Hamilton has 14 years of experience in the area of real estate as a mortgage consultant and over 8.5 years of experience as an adjunct instructor at Antelope Valley College. During that time, he has taught Real Estate Finance, Real Estate Practices, and Escrow Principles. He has worked to develop the Student Learning Outcomes for these courses, and has also assisted in textbook selection.

Chris is an excellent instructor and is dedicated to preparing his students for a profession in the real world. He makes an extra effort to keep in touch with his students and shows a genuine interest in their academic and professional success. Two of his strongest attributes are his excellent task management skills and attention to details. He also enjoys communicating and discussing ideas as well as being a part of a team effort to positively promote the college. He has developed a passion for working with students and wants to see each of them succeed.

Using his real-life experiences as examples to fuel their interest and keep them encouraged, Chris is very popular with the students. He covers current events, and stresses the need for ethical behavior in the classroom, the community, and the industry.

Chris is very dedicated to the district's program, and is consistently available to assist other instructors, whenever possible. He has a strong work ethic and is a very responsible individual. In January of 2013, he was appointed as the Legislative Chair of the CBEA (California Business Education Association) for 2013-2014. Additionally he is on the Advisory Committee for the Learning Center and the BCSED Division (Real Estate). Lastly, he served as the AVCFT 2nd VP 2012-2013, and has been on the AVCFT Union Negotiating Team since 2008.

Since Chris started teaching at AVC, he has gone above and beyond what is expected of an adjunct. He recently discovered an area that isn't currently being offered to our students—International Business, and he was quick to take the helm to put forth the additional effort to make it happen.

In the past six months, Chris applied for and received two grants that will benefit AVC students. His first mini-grant is for the development of an International Business Certificate to be offered by the Business, Computer Studies, and Economic Development Division at AVC. Most business professionals will in some way be impacted by international influences. Individuals planning a career in business must understand the intricacies of doing business with partners from other countries—whether the business is conducted in the United States or beyond our borders. Culture, language, political systems, geography, and socio-economic factors all influence a company's business practices. Discussions covering the certificate content are currently in the works.

The grant also calls for the development of an International Business Club on campus, which is in the early development stages now. Chris is the co-faculty advisor of this club. The International Business club at AVC will provide opportunities for business-minded students of every major to challenge themselves beyond the classroom. The club focuses on providing students with hands-on experiences that enable them to understand their business interests and engage the business world more effectively. Activities will include networking events, guest speakers, local business interactions, and service opportunities. The goal is to integrate students' academic and professional interests by helping them transform from business students into business professionals while maintaining the values and mission of Antelope Valley College.

With the second grant he received, Mr. Hamilton will present a Professional Development event entitled Global Business, Social Media, and the Community College. This event will highlight the value of using social media in the classroom, integrating international business concepts, and the implementation goal for the development of an International Business certificate at AVC. Additionally, students from the newly developed International Business Club will discuss their vision for the IBC@AVC.

Recently Chris applied for another grant through the AVC Foundation. This grant would allow him to be a speaker and to attend the SIEC-ISBE conference in Berlin, Germany. He is working in collaboration with a German Marketing faculty member from the University of Texas, Dallas School of Management. The purpose of this conference is to provide opportunities to observe, interact, and exchange ideas on educational strategies with multi-national participants, to encourage and maintain networking opportunities with business and educational leaders from around the world, to access new developments in the fields of inter-cultural, cross-cultural, and multi-cultural education, and to focus on international business topics.

In light of his dedication in the classroom, to the college, and to the community, the Business, Computer Studies, and Economic Development Division enthusiastically recommends Chris Hamilton to receive this year's Outstanding Adjunct Faculty Award.



ANTELOPE VALLEY COLLEGE

March 25, 2013

Attention Academic Senate

As coordinator for the Commercial Music department during the past four years my duties have ranged from promoting the program and updating SLO's to WEAVE facilitator and making recommendations on scheduling. This has allowed me to know every instructor in our department well and though each member of our faculty is valuable Jon LaCroix has shown to be invaluable to the students and our department. It is an honor to nominate Jon for Outstanding Adjunct Faculty.

Jon has been an instructor at Antelope Valley College for almost ten years and teaches several classes. He oversees our music production lab and teaches all four levels of our music production courses (MUSC 133/133L, 134/134L, 233/233L, and 234/234L). He was part of our team that secured almost \$100,000 in VETA funds in 2010 for improvements in APL 111 (music production lab), making it one of the finest music production labs for a community college in the state of California. Music production is a growing industry in the music business and Jon's teaching approach in class has allowed students to make great strides in their future careers. He applies the knowledge he has in running his own production company (VTownCartel Productions) and shares this with his students. He has brought in guest instructors to share their work experiences (industry giant Steve Harriton is scheduled for April) and provide additional insights. Jon has used advanced students as interns in his private business allowing them to further develop as music producers and advance their careers. In addition, he has written letters of recommendations for students to attend such established programs as LAMA, CSUN, and the Conservatory of Recording Arts and Sciences.

Jon is also an insanely talented keyboardist and drummer. This has served him well in instructing Test Flight, our advanced performance group in Commercial Music (MUSC 222, MUSC 223, and MUSC 225). Teaching a music performance class is very hands on. In Test Flight emphasis is placed on how to entertain, developing microphone technique, stage presence, how to accompany vocals, rehearse properly, music theory, sound engineering, and prepare for a public performance. Past productions such as a tribute to Led Zeppelin (2012) led to Test Flight securing a job playing for the grand opening of a Game Works store in Palmdale. Three years ago they were the dance band for the 75th Anniversary Gala for Antelope Valley College. This spring their recital is Pink Floyd's Dark Side of the Moon synced with the film The Wizard of Oz. In music circles this is known as The Darkside of Oz. The production is extremely demanding as performs (singers, drummers, guitarist, and bassists) must be in sync with the film and sound engineers must have a perfect

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click track for musicians to work with. Jon will train the students to handle every aspect of the production. It should be noted that this is the only attempt of a live performance of the Darkside of Oz that I am aware of, a true learning experience. Jon has used advance students (drummers, vocalists, and guitarists) on gigs when he has performed in the Los Angeles area. This allows the student to get additional experience in the music scene. His teaching goes beyond the classroom, as once I joined Jon and several students at their favorite taco hangout after a long night of Test Flight rehearsals before a recital and was amazed at the number of questions the students had about performing, chords, speaker placement, working a crowd, etc. They intently listened to every answer even if it resulted in a cold taco. Jon answered every question that evening and was the last person to leave.

Finally, I would like to mention that Jon has served on our Commercial Music Advisory Committee for the past three years and performed with faculty and students in the sold-out Motown Tribute concert this past September. Proceeds of the event went to equipment upgrades and guest lecturers. Several students were used for the performance and Jon worked with each individually so that they could understand the history of Motown and its music. Jon is always thinking of the students and how to improve our department in an ever changing music business.

With this I strongly recommend Jon LaCroix to be recognized for Outstanding Adjunct Faculty.

Musically,

Michael McCully
Commercial Music Coordinator
Commercial Music department
Faculty Instructor
Ext. 6932

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ACADEMIC SENATE

Minimum Qualification and Equivalency Review Form

The discipline faculty in the Language Arts division/area have reviewed the most current (2008) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Communication Studies.

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.*
- 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: 12 March 2013

[Signature]
Academic Senate Representative

[Signature]
Academic Senate Representative

Discipline Faculty:

[Signature]
[Signature]
[Signature]

[Signature]

Equivalency Committee Approval:

Member Initials:

Equivalency Committee Chair

Date

