



ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING  
AGENDA  
June 1, 2017  
3:00 p.m. – 4:30 p.m.  
L-201

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 18, 2017 Academic Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
  - a. Distance Education & Technology Committee - Perry Jehlicka
6. DISCUSSION ITEMS
  - a. Board Policies and Administrative Procedures
    - AP 3225 Institutional Effectiveness (attachment)
    - AP 4021 Program Discontinuance - Feedback
    - AP7330 Communicable Disease - Feedback  
BP7330 Communicable Disease
    - BP 6307 Debt Issuance and Management - Feedback  
AP 6307 Debt Issuance and Management  
AVC Debt Management Policy & Implementing Procedures
  - b. AP&P Distance Ed Form - Dr. Darcy Wiewall (attachment)
7. ACTION ITEMS
  - a. AP&P Distance Ed Form - Dr. Darcy Wiewall (attachment)
  - b. Approval for the Recommendation of [eLumen](#) to Replace WEAVEonline - Dr. Glenn Haller (attachment)
  - c. Bylaws Change: B502 (attachment)
  - d. Grant Senate Executive Committee Power to Appoint Senate Representation to Tenure Review Teams During Summer (2/3 vote required)
  - e. Grant Power to the Senate Executive Committee to Create a Pool of Faculty Representatives to Serve on Hiring Committees During Summer
  - f. Re-Nomination Election of Constitutional Referee
8. INFORMATIONAL ITEMS
9. ANNOUNCEMENTS

April 20 - 22, 2017	Spring Plenary Session	San Mateo Marriott
June 14-16, 2017	Faculty Leadership Institute	TBA
July 12- 15, 2017	Curriculum Institute	Riverside Convention Center
10. ADJOURNMENT

<b>2017 ACADEMIC SENATE MEETINGS &amp; COMMITTEE REPORTS</b>	
<b>February 16, 2017</b> Honors Committee Program Review Committee	<b>March 2, 2017</b> Distance Education & Technology Committee Faculty Professional Development Committee Academic Policies & Procedures Committee
<b>March 16, 2017</b>	<b>April 20, 2017</b> Outcomes Committee Legislative Report Program Review Committee
<b>May 4, 2017</b> Faculty Professional Development Committee Academic Policies & Procedures Committee	<b>May 18, 2017 **ANNUAL REPORTS AGENDIZED**</b> Honors Committee
<b>June 1, 2017</b> Distance Education & Technology Committee	

**AGENDA**

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*The order of Agenda Items may change as deemed appropriate by the Academic Senate President.*



ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING  
MINUTES  
May 18, 2017  
3:00 p.m. – 4:30 p.m.  
L-201

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 Thursday, May 18, 2017 was called to order at 3:00 p.m. by Dr. Susan Lowry, Academic Senate Vice President.

*A motion was made by Larry Veres and seconded by Dr. Jason Bowen to change the agenda:*

- **Move Discussion Item 5.a. Annual Address - President Knudson to Item 3.a. Open Comments from the Public**
- **Mike Pesses will present the Accreditation Report during Open Comments from the Public**
- **Action Items 7c AP&P Course and Program Approval Report and 7d AP&P BUS201 to before Discussion Items, to accommodate Dr. Darcy Wiewall.**

*Motion carried unanimously.*

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

- Dr. Gat is serving on a hiring committee; this is the last meeting Dr. Lowry will run the meeting.
- Faculty Recognition Day went well. The Bean bag toss was popular, but next year will be held at 4:00 p.m. with awards beginning at 5:30 p.m. The beanbag plaque was awarded to the Adams family.

3. OPEN COMMENTS FROM THE PUBLIC

- Mike Pesses: Accreditation Coordinator presented the Accreditation Committee report - see attachment.

4. APPROVAL OF MINUTES

- a. May 4, 2017 Academic Senate Meeting (attachment) Larry/Susan K  
A motion was made by Mr. Larry Veres and seconded by Ms. Susan Knapp to approve minutes of the May 4, 2017 Academic Senate meeting.  
Motion carried with one (1) abstention.

5. REPORTS (5 minutes maximum)

- a. Distance Education & Technology Committee - Perry Jehlicka  
Item moved to June 1, 2017 Academic Senate meeting.
- b. Honors Committee  
John Vento presented the Honors Committee report - see attachment. He thanked Nancy Masters for her work on the Subject Area Awards/Honors Convocation project.

6. DISCUSSION ITEMS

- a. Annual Address - President Ed Knudson  
President Knudson began presenting an annual address to the senate four years ago as a means to report what might occur over summer. Significant work will be conducted between now and Labor Day: work with facilities, pass the tentative budget, continued planning for the buildout of the Facilities Master Plan, spending \$300 million in construction on the Lancaster campus. Four (4) building are in the design phase. In the 10-

year project includes nine (9) buildings are coming down; putting up ten. There will be sharing of offices, space and classrooms in the interim. Mr. Knudson encouraged anyone asked to participate in the design of their respective areas.

The first building will be the Academic Commons, which will pull people out of the Learning Center. Academic Commons will begin construction in spring 2018. The Student Services building will come down early.

Working on the purchase or lease of 20 acres due west of the campus to stage equipment and material for the buildout; five (5) acres are needed for equipment and material for the build out.

The Palmdale Regional Airport is nearly complete, to house the 8-week training program for Airframe Manufacturing. Cohorts are successful with students hired upon completion by Northrop, Lockheed, Boeing and NASA @\$22 per hour. Moving to the new site will add evening courses, allowing the program to graduate 50 students per cohort instead of 25.

The Palmdale campus (23<sup>rd</sup> St E & Palmdale Blvd) is on schedule for completion in early August. The move-in will take 2.5 - 3 weeks. For the fall semester Palmdale will hold a compressed 12-week schedule to begin on September 18. The project is completely paid for.

The college has no outstanding debt; the General Fund will be available to fund other things. We are hiring 18 faculty this spring - all tenure track faculty; using SSSP and CTE workforce funds to stagger the new faculty into the budget.

The budget for this year looks similar to last year. If COLA passes the legislature it will be approximately 1.56. We will be hiring classified staff - five (5) people to handle the bond funds and projects. The projects will last 10-12 years.

Last year in the budget President Knudson moved money onto singles lines for organizations and units. This was done so the organizations and units could determine how funds are allocated. The Senate is on a single line; therefore the Senate will determine how the money is allocated. The logic was explained at the time but the communication did not filter down. The Senate allocation was reduced.

Projected enrollment is flat for the next few years. We are not budgeting or expecting any growth. With the Palmdale center we hope to get great penetration from southeastern Antelope Valley, to include students currently attending College of the Canyons. All General Ed will be offered at Palmdale, including free bus passes for students. AVTA developed an express route between communities and both campuses. AVC applied for a grant for an electric bus to go between two campuses.

The Palmdale campus will free-up space on the Lancaster site, allowing us to address waitlist issues - specifically for Science, English and Math.

President Knudson will work with construction crews to participate in emergency drills. Evacuation plans will be adjusted as we go through phases. He noted LA County Sheriff conducts their active shooter training here, proving well-training during the incident last October 2016.

President Knudson reminded senators of Commencement on June 2, to confer 2,582 degrees and certificates.

Dr. Lowry thanked President Knudson.

- b. Presentation of eLumens Outcomes Management System - Dr. Glenn Haller  
Dr. Glenn Haller gave a presentation of the [eLumens Outcomes Management System](#), the program recommended to replace WEAVEonline. An Outcomes sub-committee explored 5 options for replacement and unanimously selected the eLumens Outcomes Management

System. Dr. Haller will work this summer to make the process less complicated and more seamless.

- c. Presidential Term Constitutional Change Direction (attachment) - Dr. Glenn Haller  
The Bylaws sub-committee was asked to consider a 2-year term for the Senate President seat - see attachment for three options. After rigorous discussion consensus was to explore ***Option 3 EVERYONE IS TWO YEARS WITH STAGGER.***
- d. BP 6307 Debt Issuance and Management (attachment)  
Senators agreed counsel with a strong financial background was needed. Dr. Lowry will contact Ken Scott. Dr. Scott Lee will find someone through CFT. Senators will send suggestions to Dr. Lowry and Dr. Lee. The policy will be discussed at the June 1, 2017 meeting.
- e. AP 6307 (attachment)
- f. AVC Debt Management Policy & Implementing Procedures (attachment)

## 7. ACTION ITEMS

- a. Second Executive Officer  
Dr. Jessica Harper (attachment)  
*A motion was made by Rosa Fuller and seconded by Diane Flores-Kagan to approve the appointment of Dr. Jessica Harper to the Second Executive Officer seat.  
Motion carried unanimously.*
- b. Bylaws - Election of Constitutional Referee - Dr. Glenn Haller  
The Constitutional Referee will oversee at proposed agendas for out of session senate meetings. The candidate must be available in summer to consider proposed agendas for out of session Academic Senate Meetings. The position must come from someone within the senate (excluding the Senate Executives) who is familiar with the constitution and bylaws. Dr. Haller read the job description for the position. The vote requires 2/3's support to pass.  
  
Dr. Lowry called for nominations from the floor.  
  
*Harish Rao nominated Kathryn Mitchell; Kathryn refused the nomination.  
Dr. Ed Beyer nominated Dr. Glenn Haller.  
Motion carried with one (1) no vote.*
- c. AP&P Course and Program Approval Report (attachment) – Dr. Darcy Wiewall  
*A motion was made by Van Rider and seconded by Susan Knapp to approve the AP&P Course and Program Approval Report - see attachment.  
Motion carried unanimously.*
- d. AP&P BUS201 - Dr. Darcy Wiewall (attachment)  
*A motion was made by Susan Knapp and seconded by Tamira Palmetto-DeSpain to approve the AP&P BUS201 course as presented - see attachment.  
Ms. DeSpain questioned whether BUS203 can be added. Dr. Wiewall directed Tamira to contact Stacey Adams.  
Motion carried unanimously.*
- e. AP&P Distance Ed Form - Dr. Darcy Wiewall (attachment) – Item tabled until June 1, 2017 meeting.

## 8. INFORMATIONAL ITEMS

- a. Committee Vacancies
  - Faculty Professional Development Committee - Fall 2017 - June 30, 2020  
Jane Bowers
  - Outcomes Committee - Fall 2017 - June 30, 2020  
Cynthia Lehman - Social & Behavioral Sciences  
Mary Rose Toll - Rhetoric & Literacy

Tiesha Klundt - Adjunct

- Program Review Committee Coordinator - July 1, 2017 - June 30, 2020  
Stacey Adams

The aforementioned appointments were affirmed.

- b. Annual Committee Reports (attachments)
- AP&P Committee Report - Dr. Darcy Wiewall
  - Accreditation Committee Report - Mike Pesses
  - Distance Education & Technology Committee Report - Perry Jehlicka
  - Faculty Professional Development Committee Report - Kristine Oliveira
  - Honors Committee Report - John Vento
  - Outcomes Committee Report - Dr. Glenn Haller
  - Program Review Report - Carol Eastin
  - Tenure Review Committee Report - Dr. Liette Bohler

See attached annual committee reports.

- c. Ranking
- Ryan Anthony - Adjunct Assistant Professor
  - Nicholas Titiriga - Assistant Professor

The aforementioned applicants were granted Academic Ranking as requested.

- d. Faculty Restroom Reassignment - All-Gender Toilet Facilities (attachment)
- All gender t facilities as per state law. Becoming gender neutral. Why are we taking locks off staff restrooms? In APL building they are gone. Faculty get in line with a student. Susan will move forward.

9. ANNOUNCEMENTS

June 15-17, 2017	Faculty Leadership Institute	Sacramento Sheraton Grand
July 12- 15, 2017	Curriculum Institute	Riverside Convention Center

10. ADJOURNMENT

The Academic Senate meeting of May 18, 2017 was adjourned at 4:36 p.m. by Dr. Susan Lowry, Academic Senate Vice President.

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*regular meeting at the Antelope Valley College Academic Senate Office, Library- Room L202, 3041 West Avenue K, Lancaster, California 93536.*

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DRAFT

Guests/Ex-Officio: Dr. Ed Beyer, Dr. Scott Lee, Dr. Darcy Wiewall, Mike Pesses, John Vento Y=Yes, N=No, A=Abstain, NP = Not Present, MF=Motion Failed, 1=Motion, 2=Second									
			CHANGE AGENDA	4a 5/4/16 Minutes	7A2EO-JHarper	7BBL-Cons Ref	7CAPP Course Report	7D APP BUS201	7E-DE-Form- TABLED
May 18, 2017 Senate	Present	Proxy		Y/N/A	Y/N/A	Y/N/A	Y/N/A	Y/N/A	Y/N/A
Bowen, Dr. Jason	X		2	X	X	X	X	X	
Burrell, Carolyn	X		X	X	X	X	X	X	
Christopher, Violet	X		X	X	X	X	X	X	
Flores-Kagan, Diane	X		X	X	2	X	X	X	
Fuller, Rosa	X		X	X	1	X	X	X	
Gat, Dr. Irit	ABSENT	(SL)	**	**	**	**	**	**	**
Ginosian, Dezdemona	X		X	X	X	X	X	X	
Haller, Dr. Glenn	X		X	X	X	X	X	X	
Halliday, Jack	ABSENT	Ty Mettler	X	ABSTAINED	X	X	X	X	
Harper, Dr. Jessica	X		X	X	X	X	X	X	
Jaffe, Dr. Matthew	X		X	X	X	X	X	X	
Karlstein, Lisa	X		X	X	X	X	X	X	
Knapp, Susan	X		X	2	X	X	2	1	
Leighton, Jonet	X		X	X	X	X	X	X	
Lowry, Dr. Susan	X		**	**	**	**	**	**	**
Mitchell, Kathryn	X		X	X	X	X	X	X	
Motawakel, Rick	X		X	X	X	X	X	X	
Palmetto-DeSpain, Tamira	X		X	X	X	X	X	2	
Rao, Harish	X		X	X	X	X	X	X	
Rezek, Terry	ABSENT	NONE	NP	NP	NP	NP	NP	NP	NP
Rider, Van	X		X	X	X	X	1	X	
Shafer, Dr. Ken	X		X	X	X	N	X	X	
Snyder, Susan	ABSENT	DONNIE CURR	X	X	X	X	X	X	
Sundberg, Liz	X		X	X	X	X	X	X	
Veres, Larry	X		1	1	X	X	X	X	
Dianna Williams, ASO Vice	X	PRESENT	X	X	X	X	X	X	



## **AP 3225 Institutional Effectiveness**

### **References:**

Education Code Sections 78210 et seq. and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9

The Superintendent/President or designee shall develop, adopt and publically post goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

**Adopted: 7/10/17**

# AP&P Distance Education

To comply with the requirements of Title 5 sections 55200, 55202, 55204, and 55206, as well as the requirements noted in Education Code 66700 and 70901, the following information must be gathered, reviewed, and approved by AP&P before a course may be scheduled as a distance education offering.

\* Required

## 1. Did the faculty member developing the course take professional development courses/workshops? \*

- CVC: California Virtual Campus [www.cvc.edu](http://www.cvc.edu)
- OLC: Online Learning Consortium
- @One: [www.onefortraining.org](http://www.onefortraining.org)
- None
- Other: \_\_\_\_\_

## 2. Is at least 51% of the course conducted through distance education? \*

- Yes
- No

3. After AP&P approval of this Distance Education form, instructors may offer the course in one of the following formats: Online; Remote Classroom; Hybrid; and/or Blended. (Definitions of each method of delivery will be added)

### 4a. At least three methods of technology resources will be used to teach this course. \*

Collaborative Tools (Discussion Forums, Chatrooms, CCC Confer, etc.); Document Files (PDF's, MS Word, Presentations, Spreadsheets, etc.) (ADA Compliance Requires use of proper document structuring); Images (Photographs, Diagrams, etc.) (ADA Compliance Requires use of alternative text); Interactive Media (Games, Self-Graded Tutorials, etc.); Links to Resources Outside the LMS (Other Websites, Publisher Sites, etc.) (ADA Compliance Requires that outside resources are verified as accessible); Multimedia Files (Uploaded or Streaming) (ADA Compliance Requires use of closed captioning); and/or Publisher-Supplied Resources (ADA Compliance Requires that publisher-supplied materials are verified as accessible).

- I certify at least three methods of technology resources will be used to teach each section of this course offering.

### 4b. Additional resources will be used to ensure that course content is fully accessible and conforms to ADA requirements.

Alternative Text; Closed Captioning; Descriptive Audio; Outside Resources Verified as Accessible; Publisher-Supplied Materials Verified as Accessible; Transcripts; and/or Use of Proper Document Structuring.

- I certify at least three methods of technology resources will be used to teach each section of this course offering.

**If you plan to use resources not listed in 4a and 4b above, please provide an explanation here:**

**5a. At least two tools/methods will be used to ensure regular effective contact with the class or groups of students. \***

Discussion Forums; Field Trips; Instructor-Led Group Meetings (Online or Face-to-face); Individual Meetings; Library Workshops; Orientation Sessions; Social Media (Facebook, Twitter, etc.); Weekly Announcements; and/or Video Communication.

I certify at least two tools/methods will be used to ensure regular effective contact with the whole class or groups of students in each section of this course offering.

**5b. At least two additional tools/methods will be offered to students to ensure regular effective contact between the instructor, the whole class or groups of students. \***

Email; Telephone Contact; Text Messaging; Timely Feedback on Student Work; and/or Video Communication.

I certify at least two tools/methods will be offered to students to ensure regular effective contact between the instructor, the whole class or groups of students in each section of this course offering.

**If you plan to use tools/methods not listed in 5a and 5b above, please provide an explanation here:**

**6. If needed, how will any assignments or methods of evaluation change to teach this course online?**

**Submit**

*Never submit passwords through Google Forms.*

100%: You made it.

B502.1.3.1 Any tenured faculty member who has held the rank of Assistant Professor at Antelope Valley College for ~~two~~ one years and has completed one of the following criteria after that faculty member's official hire date, may apply for the rank of Associate Professor.

B502.1.4.1 Any faculty member who has held the rank of Associate Professor at Antelope Valley College for ~~two~~ one years and has completed two professional achievements as defined in §B500.5 after that faculty member has been granted the rank of Associate Professor, may apply for the rank of Professor.

*B502.1.4.2 For the purpose of advancement from Associate Professor to Professor, the completion of a new master's or doctorate degree at an accredited college or university shall eliminate both the time and professional achievements requirement and immediately, upon application, elevate the faculty member to Professor*