



ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING

AGENDA

October 3, 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
- a. APPROVAL OF MINUTES
  - a. September 19, 2013 Senate Minutes - attachment
5. REPORTS (5 minutes maximum)
  - a. Program Review - Carol Eastin
  - b. Legislative Report - Dr. Glenn Haller
6. INFORMATIONAL ITEMS
  - a. Faculty Recognition Day - Coordinator
7. ACTION ITEMS
  - a. Faculty Professional Development Committee Membership - Technical Liaison – attachment
  - b. Academic Policies & Procedures - Courses and Programs for Approval - attachment
8. DISCUSSION ITEMS
  - a. Academic Senate Program Review
  - b. Reorganizational Structure Review - attachments
  - c. Senate Goals
7. SENATE ADMINISTRATIVE BUSINESS
  - a. Academic Ranking
    - Cindy W. Walter - Adjunct Assistant Professor - attachment
  - e. Announcements
    - Strengthening Student Success Conference – October 9 - 11, 2013 San Francisco Airport Marriott
    - Accreditation Institute 2014 – February 7 - 8, 2014, Marriott La Jolla
    - 2013 Fall Plenary Session – November 7 - 9, 2013, Irvine Marriott
    - Faculty Leadership Institute 2014 – February 8 – 9, 2014 San Jose Doubletree
    - Academic Academy 2014 – February 21 – 22, 2014 Silverado Resort & Spa
    - 2014 Spring Plenary Session – April 10 - 12, 2014 Westin San Francisco Airport
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. 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

October 3, 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 October 3, 2013, was called to order at 3:01 p.m. by Ms. Maria Clinton, Academic Senate President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

- Ms. Maria Clinton distributed her formal Letter of Resignation. Her last day as Senate President is December 13, 2013. Ms. Clinton explained the decision was difficult, but was made in order to complete her dissertation at UCLA. The Senate office will conduct a two-week call for a Senate President to complete the remainder of Ms. Clinton's 1.5 years of her 3-year term. Ms. Clinton is anxious to have the new Senate President on board and to acclimate him/her with the position. The appointee will attend the various CCC, MAC and other meetings, as well as the upcoming Plenary Session in November 2013.
- Ms. Clinton announced the appointment of Dr. Scott Lee to the Academic Senate for California Community Colleges (ASCCC) Faculty Evaluation Task Force.
- Ms. Clinton announced the appointment of Mr. Ronald Coleman, Aircraft Instructor for Technical Education, to the 2013-2014 Low-Unit Certificate Task Force.
- Ms. Clinton reported the College Coordinating Council (CCC) has contracted an additional contract with Dr. Matthew Lee to conduct workshops for the shared-governance process. The first meeting will be held Friday, October 4, 2013.
- In response to Dr. Ron Chapman's statement at the September 19, 2013 Senate meeting regarding new requirements from the Office of Students with Disabilities, Ms. Clinton sent an email to Mr. Luis Lucero outlining Senate concerns and requesting clarification of the new guidelines.

3. OPEN COMMENTS FROM THE PUBLIC

Dr. Susan Lowry addressed Ms. Clinton regarding her resignation, and thanked her for her hard work and dedication. Dr. Lowry told Ms. Clinton she will be missed, and expressed her well wishes.

Dr. David Newby conveyed his appreciation and congratulations to Ms. Clinton, for her hard work with the Senate, and in her challenges ahead to complete her dissertation.

a. APPROVAL OF MINUTES

- a. September 19, 2013 Senate Minutes – attachment  
*A motion was made and seconded to approve the minutes of the September 19, 2013 Senate Meeting, with corrections.*  
The letter written by Dr. Ed Beyer regarding the Re-Organization is still being drafted.  
*Motion carried.*

5. REPORTS (5 minutes maximum)

- a. Program Review - Carol Eastin  
Carol Eastin, Program Review Coordinator gave the following report:

**Program Review Report to the Academic Senate**

**October 3, 2013**

**Reminder: We had 100 percent compliance of program review reports last year! In 2013-2014 the Program Review Committee will:**

- Review the program review process
- Review the committee membership and size
- Review over 90 reports

**Please remind your colleagues:**

- Resources are provided on the Program Review website including data, tips for report writing, FAQs, and past reports
- Workshops are being held tomorrow and next Friday to look at district planning and program review (10/4 at 1 and 7pm, 10/11 at 8:30am and 1pm)
- FT faculty can earn up to 10 hours of FPD for working on their comprehensive report and up to 5 hours for working on an annual report if that work is done outside of the contractual hours.

- b. Legislative Report - Dr. Glenn Haller  
None.

6. INFORMATIONAL ITEMS

- a. Faculty Recognition Day – Coordinator  
Ms. Clinton again petitioned members for a volunteer to serve as coordinator of 2013-2014 Faculty Recognition Day.

7. ACTION ITEMS

- a. Faculty Professional Development Committee Membership - Technical Liaison – attachment  
Members discussed a request from the Faculty Professional Development (FPD) Committee to establish a membership position for a Technical Liaison. Ms. Clinton noted the Director of Information Technology Services (ITS) serves on the committee as well. Mr. Ty Mettler explained the liaison will work with the committee to develop programs and tools to automate various Faculty Professional Development tasks and processes. Streamlined processes will make the program more efficient and user-friendly for faculty as well as the Senate office that manages the program. Dr. David Newby noted the difficulty he has utilizing various electronic documents from the FPD program. Ms. Clinton advised Dr. Newby to address the issue directly with the committee.  
*A motion was made and seconded to approve the request for a Technical Liaison position on the Faculty Professional Development Committee. Motion carried.*

- b. Academic Policies & Procedures (AP&P) - Courses and Programs for Approval – attachment  
*A motion was made and seconded to approve the Academic Policies & Procedures Courses and Programs for approval.*  
Dr. Lee Grishman suggested documentation include transferability and how the course/program may be used for general educational purposes. Ms. Clinton noted the requirement would create significant additional work. Ms. Kathy Moore noted the catalogue is confusing regarding transferability, and addressed the need to identify the course status. She stated the current process takes considerable work to determine whether a course is transferable. Mr. Ty Mettler explained the committee is entrusted to determine and disclose transferability. Ms. Clinton stated CTE programs present a plan of study to show courses. Dr. Ron Chapman suggested the new course be presented as a transfer model. Ms. Clinton will present the Transfer Model Curriculum (TMC) suggestion to the AP&P Chair.  
*Motion carried.*

8. DISCUSSION ITEMS

- a. Academic Senate Program Review  
Ms. Clinton reported she met with Ms. Carol Eastin regarding the impending Program Review for the Senate. Ms. Eastin's recommendation was to roll the Senate Program Review into the Academic Affairs Program Review, as a Program Review model or template has not been established for committees.

Ms. Clinton will present this as an Action Item at the October 17, 2013 Senate meeting. Ms. Clinton noted the incoming Senate President will ascertain how other community colleges are reporting Program Review at the November 2013 Plenary Session.

Ms. Clinton asked committee chairs to assess needs and provide justification to include in the report. She informed the Senators that once a draft was completed, she would contact the Senators electronically, to contact faculty electronically, and structure the report that is due October 30, 2013.

Dr. Susan Lowry questioned why the structure includes Academic Affairs, as many issues are Student Services related. Ms. Clinton explained the budget for the Senate is derived from Academic Affairs.

Dr. David Newby questioned the appropriateness of doing an independent Senate Program Review. Ms. Eastin reiterated her recommendation to umbrella it under Academic Affairs, electing the course of least resistance. Moving forward, it will be depend on how programs are defined.

Dr. Susan Lowry asked a resource question: Faculty work a certain number of hours. The number has not changed although adjunct faculty can only do what they do in the classroom. Now, with greater program review, accreditation, SLOs, PLOs, action plans, AND course outlines of record, processes are increasingly sophisticated. Dr. Lowry questioned the reasoning for some of it to exist. Although workloads have increased, resources have not. She asked what faculty should say when they cannot complete their work without additional time and resources. Dr. Lowry explained she is not speaking as the Union President, and explained faculty need more, but must recognize it takes time. Dr. Lowry added that in the meantime faculty clearly work well out of classification.

Ms. Clinton discussed a recent article she read that addressed the role of the community college. She suggested Senators revisit that role. Ms. Clinton stated that with the addition of more and more responsibility, changes occur; therefore time allocation must be revisited.

Members discussed the critical need for more faculty and staff. Dr. Lowry addressed the expense of hiring faculty. Dr. Ron Chapman noted the expense of Program Review.

b. Reorganizational Structure Review – attachments

Ms. Clinton discussed President Knudson's Morning Coffee meeting held the previous Friday, September 27, 2013, to address the reorganization. Dr. Lee Grishman challenged the structural framework for providing feedback.

Ms. Clinton reported confusion with the organizational charts, and that the Senate was given incorrect charts to distribute. The most up-to-date charts are now published on the Academic Senate website. Dr. Ed Beyer charged the current charts are inaccurate. Dr. Beyer reported that Mr. Mark Bryant, Director of Human Resources, is conducting a comprehensive review of charts for corrections and accuracy.

Members discussed the lack of communication regarding the reorganization, as some faculty were unaware of the restructuring. Ms. Clinton asked members to maintain documentation to disperse electronically, including charts for posting. Dr. Ed Beyer suggested the creation of a Blackboard classroom for faculty to disseminate information and hold proper discussion. Members agreed it could be a safe venue for discussion, as opposed to the myAVC group that includes administrators.

One senator reported being agendized at the end of division meetings, with no time to address faculty or hold discussion. Ms. Clinton explained the Senate President will meet with such Deans, to discuss the importance of allowing Senate business to take place during division meetings.

Ms. Clinton directed Senators to email their respective division feedback regarding the reorganization. She will compile the Senate response for presentation at the October 15, 2013 College Coordinating Council (CCC) meeting.

- c. Senate Goals  
Item tabled for October 17, 2013 Senate meeting.

7. SENATE ADMINISTRATIVE BUSINESS

a. Academic Ranking

- Cindy W. Walter - Adjunct Assistant Professor – attachment  
*A motion to ratify the Academic Ranking Request from Cindy W. Walter to Adjunct Assistant Professor. Motion carried with two (2) abstentions.*

b. Announcements

Strengthening Student Success Conference – October 9 - 11, 2013 San Francisco Airport Marriott  
Accreditation Institute 2014 – February 7 - 8, 2014, Marriott La Jolla  
2013 Fall Plenary Session – November 7 - 9, 2013, Irvine Marriott  
Faculty Leadership Institute 2014 – February 8 – 9, 2014 San Jose Doubletree  
Academic Academy 2014 – February 21 – 22, 2014 Silverado Resort & Spa  
2014 Spring Plenary Session – April 10 - 12, 2014 Westin San Francisco Airport

9. ADJOURNMENT

The Academic Senate meeting of October 3, 2013 was adjourned at 4:31 p.m. by Ms. Maria Clinton, Senate President.

MEMBERS PRESENT			
Maria Clinton	Dr. Lee Grishman	Ty Mettler	Terry Rezek
Dr. Ed Beyer	Jack Halliday	Kathy Moore	Van Rider
Dr. Liette Bohler	MaryAnne Holcomb	Dr. David Newby	Ken Shafer
Dr. Ron Chapman	Dr. Matthew Jaffe	Dr. Zia Nisani	Elizabeth Sundberg
Dezdemonia Ginosian	Karen Lubick	Cathy Overdorf	Larry Verres
			Shyann Blanco, Student Representative
MEMBERS ABSENT		GUESTS/EX-OFFICIO	
Mike Hancock	Dr. Glenn Haller	Carol Eastin	Dr. Susan Lowry

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. 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.*

*Approved: October 17, 2013 Academic Senate Meeting*

TO: The AVC Academic Senate

FROM: The FPD Committee

RE: Technical Liaison position request

September 25, 2013

Today the FPD committee unanimously approved the need to create a "Technical Liaison" position for the committee. This is vital given how much of our work is done through on-line processes. Further, according to the recommendations being reviewed currently by the Chancellor's office, there is a call for more on-line FPD events. The committee also feels that on-line opportunities is an important area to develop for faculty traveling long distances and find it difficult to attend events at the college to meet their contractual FPD obligations. Therefore having a committee member that is highly knowledgeable in technology is vital to implementing these goals.

Thank you for the consideration and we sincerely hope the Senate will approve this need for a new FPD committee position.

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: September 30, 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 8/29/13, 9/12/13, and 9/26/13 meetings:

**New Course Development**

1. **CA 183, Security Countermeasures** **4 hours wkly, 3 units**  
Prerequisite: Completion of CA 182  
Advisory: Eligibility for ENGL 099, READ 099, and MATH 102.  
This course is designed to introduce students to the tools and techniques used by security practitioners to secure an enterprise. Network and host security are covered to include servers and client computers as well as network appliances. Students will learn to scan for vulnerabilities and to mitigate those vulnerabilities in an isolated environment. Students will learn to apply the controls necessary to enforce the policies introduced in the Network Security course.
2. **GEOG 110, World Regional Geography** **3 hours wkly, 3 units**  
Advisory: Eligibility for ENGL 101 and READ 099.  
Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, economic features. Emphasis on spatial influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions.
3. **SOC 116, Sociology of Gender and Sexuality** **3 hours wkly, 3 units**  
Prerequisite: Completion of SOC 101  
Advisory: Eligibility for ENGL 099 and MATH 070.  
Sociology of Gender and Sexuality is the balanced study of the historical, political, and sociological components of gender relations in the United States; including a comparison and contrast of gender relations in other countries and the effect that this has had in regard to globalization. This course will examine the masculine, the feminine and third gender in detail utilizing sociological theory and perspectives, concepts and key terminology. The basic tools of sociological theory and analysis will be presented to increase students' understanding of the topic.

**Revised Courses**

1. AJ 101, Introduction to Administration of Justice
2. BIOL 204, 204L, General Microbiology
3. Hybrid: BIOL 204, 204L, General Microbiology
4. GEOG 298C, Special Studies in Geographic Information Systems (GIS)
5. HD 100, Basic Strategies for College Success
6. Online: HD 100, Basic Strategies for College Success
7. Hybrid: HD 100, Basic Strategies for College Success
8. NS 110, Professional Nursing I
9. NS 120, Professional Nursing II
10. NS 240, Professional Nursing IV

11. OT 101, Beginning Computer Keyboarding
12. Hybrid: OT 101, Beginning Computer Keyboarding
13. OT 102, Intermediate Computer Keyboarding
14. Hybrid: OT 102, Intermediate Computer Keyboarding
15. OT 105, Beginning Keyboarding Technique
16. Online: OT 105, Beginning Keyboarding Technique
17. Hybrid: OT 105, Beginning Keyboarding Technique
18. OT 113, Advanced Microsoft Word
19. OT 201, Administrative Office Procedures
20. Online: PSY 101, General Psychology
21. Hybrid: PSY 101, General Psychology
22. PSY 212, Human Sexuality
23. PSY 233, Personal and Social Adjustment
24. PSY 244, Introduction to Counseling
25. PSY 101, General Psychology
26. PSY 230, Social Psychology
27. PSY 232, Theories of Personality
28. PSY 234, Abnormal Psychology
29. PSY 235, Child Psychology
30. BUS 212, Women in Organizations

**Course Deactivation**

1. NF 104, Concepts In Nutrition: New Developments
2. BIOL 165, Birds of Southern California
3. THA 150, Physical Performance Styles



## **IRES – Division (Fall 2013)**

### **Collective Feedback from Individual Faculty Members on current AVC Re-organization**

**Recommendations or comments are listed with additional rationale or supporting ideas.**

- Move IMC and its staff to Student Services:
  - Technicians connected to tech support be reassigned to ITS for better service and resources; computers and projectors would also be under ITS supervision.
  - Webmaster be reassigned to ITS for better resources, support, and management of AVC website's design and content
  - The remaining staff be moved to student services from academic affairs; there are no faculty members in the IMC.
  - Move graphic artist position to the Institutional Advancement Office.
  
- Reassignment or hiring of additional Deans
  - Deans should return to their original divisions.
  - IRES and Language Arts should be separated.
  - Language Arts needs their own dean.
  - VARPA should be moved back to Academic Affairs.
  
- Palmdale site should be moved to Student Services.
  - Faculty assigned in Palmdale report to division or department deans not Palmdale Director.
  - Palmdale director is a site manager of the many student services offered; not directly involved in the instruction in the classroom.

September 19, 2013

To: Mr. Ed Knudson, President/Superintendent  
From: Ms. Maria Clinton, Academic Senate President  
Subject: College Organizational Structure

Dear Mr. Knudson,

In an email dated July 31, 2013 regarding a notice of organizational structure review, you wrote that the Board of Trustees requested the initiation of a college-wide organizational review. In the same email, you requested faculty input on the reorganization prior to the August College Coordinating Council meeting. Additionally, you wrote that it is your preference to continue with the existing temporary organizational structure, rather than returning to the previously established structure that existed prior to the temporary agreement.

It is the position of the Academic Senate that your decision to initiate an organizational structure review at the request of the Board of Trustees is inappropriate and may have accreditation ramifications in the area of Standard IV: Leadership and Governance. While the Academic Senate recognizes that the Board of Trustees has the final decision in college matters, we believe it is inappropriate for the Board to directly manage the operations of the college, specifically through the request for an organizational review as you indicated in your email. Furthermore, your request for faculty input prior to the start of the fall semester does not allow a senate discussion as most faculty are off campus for the summer break. As such, we, the Academic Senate, request that your current effort to conduct an organizational structure review at the request of the Board of Trustees be halted and a proper implementation of AP3100 be initiated; specifically AP3100.B.7.

With regard to the current organizational structure, the Academic Senate believes that the attempt to permanently assign two academic divisions to the Office of Student Services is inappropriate and may also have accreditation ramifications. A temporary agreement was established to assign two academic divisions to the Office of Student Services in order to facilitate a transition of administrative positions. The temporary agreement has expired and the assignment of the two divisions has not returned to the Office of Academic Affairs. Here again, the Academic Senate has accreditation concerns with regard to following established college policies. An organizational restructure has not been conducted through AP3100 that may have facilitated the change and so we, the Academic Senate, request that the organizational structure that was in place prior to the temporary agreement be restored immediately.

Respectfully submitted.



ANTELOPE VALLEY COLLEGE  
**Adjunct Academic Ranking Request Form**  
**Academic Senate**

ANTELOPE VALLEY COLLEGE  
 SEP 18 2013  
 HUMAN RESOURCES

Date: 09/18/2013

From: Cindy W. Walter

To: Academic Senate

Re: **Petition for Approval of Adjunct Academic Rank**

Adjunct Faculty may apply for academic rank with the following combination of training and service at Antelope Valley College.

- Bachelors Degree plus 8 years of service at Antelope Valley College
- Masters Degree or Masters Vocational Equivalency plus 5 years of service at Antelope Valley College
- Doctorate plus 2 years of service at Antelope Valley College

For the purpose of academic rank, a year of service is defined as two semesters, working at least 3 (three) LHEs per semester. Fall, spring, and summer will be considered semesters. Faculty working less than 3 (three) LHEs per semester will be eligible for rank when their total LHEs equal the equivalent length of service. Faculty working under a regular teaching credential shall be treated the same as faculty with a Masters Degree. *I understand that the adjunct academic ranking procedure is not related to any personnel policy or practice and in no way reflects any condition or commitment of employment.*

I, Cindy W. Walter hereby apply for the rank of **adjunct assistant professor**.

20 Number of years of service (2 (two) semesters with at least 3 LHEs or equivalent)

Educational Background: *(check one)*

- Bachelors Degree
- Masters Degree or Masters Vocational Equivalency MPA (HR)
- Doctorate
- Valid Community College Instructor Credential
- Less than Bachelors with Vocational Equivalency

Service/Educational Verification:

Jan M. Serrano  
 Vice President, Human Resources &  
 Employee Relations

Notification:

Superintendent/President, Antelope Valley College

Approved:

[Signature] 9-26-13  
 President, Academic Senate Date