



**ANTELOPE VALLEY COLLEGE**  
**ACADEMIC SENATE MEETING**  
**September 3, 2009**  
**3:00 p.m. – SSV 151**

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

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE SENATE PRESIDENT**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
  - a. June 4, 2009 (attachment)
  - b. August 12, 2009 Executive Senate Meeting (attachment)
- 5. PRESENTATION**
  - a. ASO Inspirational Faculty of the Year Award
- 6. REPORT (Limited to 5 minutes each)**
  - a. Accreditation – Dr. Ed Beyer
  - b. Distance Education – Rick Balogh
  - c. Tenure Review – Jennifer Gross
- 7. ACTION ITEMS**
  - a. Senate Operations Procedures Handbook Revisions (attachments)
- 8. DISCUSSION ITEMS**
  - a. Academic Senate Constitution Language Revision (attachment)
  - b. Faculty Professional Development Committee Guideline Language
  - c. FTE Reduction Plan 2009 – 2010 / 2010 – 2011 – invited guest: V.P. of Business Services, Deborah Wallace (attachment)
  - d. Faculty Union Survey Results – Heidi Preschler
- 9. SENATE ADMINISTRATIVE BUSINESS**
  - a. Appointments
    - Tenure Review
      - Michael Hancock
      - Patricia Márquez
  - b. Announcements
    - Statewide Senate Fall Plenary Session – November 12 – 14, 2009 (Ontario, CA)
    - 2010 Teaching Institute – February 19 – 20, 2010 (Anaheim, CA)
    - 2010 Vocational Education Institute – March 11 – 13, 2010 (Napa, CA)
    - 2010 Accreditation Institute – March 19 – 20, 2010 (Newport Beach, CA)
    - Statewide Senate Spring Plenary Session – April 15 – 17, 2010 (Millbrae, CA)
    - 2010 Leadership Institute – June 17 – 19, 2010 (San Diego, CA)
    - 2010 Curriculum Institute – July 8 – 10, 2010 (Santa Clara, CA)
- 10. 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 Ms. Patricia A. Márquez, 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  
September 3, 2009**

**1. CALL TO ORDER AND ROLL CALL**

Mr. Christos Valiotis, Senate President, called the meeting to order at 3:03 p.m.

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

- Mr. Christos Valiotis welcomed Senate Representative to the first Senate meeting of the new academic year.
- Mr. Valiotis extended his gratitude to Senate Executive Committee members for the work they performed throughout the summer months. He reiterated that the Senate Executive works on behalf of the Senate during the summer months. The Senate was busy keeping up with the state budget crisis, reviewed a proposed equivalency for Communication Studies, approved an academic ranking request, and employment application packets submitted for equivalency review for potential adjunct and/or full-time positions in Counseling, and Automotive Technology.
- On Friday, August 28, 2009, a Senate orientation was offered to newly appointed Senators. Mr. Valiotis thoroughly reviewed the Senate Operating Procedures Manual which provided an opportunity for new Senate Representatives to gain an understanding of the role of the Senate.
- The Senate will have another busy academic year working on Accreditation, Distance Education needs, Tenure Review, Program Review, and Basic Skills.
- Antelope Valley College has earned a three million dollar Title V grant. The money will be used to continue the efforts of Title V with Basic Skills being the one of the main components. The new grant funding will allow the current grant efforts to continue an additional five years.
- The Board of Trustees approved a thirteen million dollar project with Chevron. Measure R funds will be used to pay for the project which will allow the district to reduce energy consumption. Upon completion of the project the district will reduce energy costs and reliance. The district is also considering partially covering parking lots with solar panels and acquiring energy for campus use.
- Senators were reminded to submit names of proxies who will serve as Senate representatives on the behalf of division faculty in the event of an absence of the appointed representative.
- There is still a need for a faculty member to serve as the Faculty Recognition Day Coordinator. Senators were encouraged to consider the position and inform discipline faculty of the vacancy.
- Statewide Academic Senate has engaged in an effort to establish an Institutional Review Board to determine the ethics of research being performed on campus and is encouraging local Senate's to establish an Institutional Review Board.

**3. OPEN COMMENTS FROM THE PUBLIC**

- None

**4. APPROVAL OF MINUTES**

**a. June 4, 2009 Senate Meeting (attachment)**

A motion was made and seconded to approve the June 4, 2009 Academic Senate Meeting minutes. Motion carried.

**b. August 12, 2009 Senate Executive Committee Meeting (attachment)**

A motion was made and seconded to approve the August 12, 2009 Senate Executive Committee Meeting minutes. Motion carried.

## **5. PRESENTATION**

### **a. ASO Inspirational Faculty of the Year Award – Dr. Jill Zimmerman**

Dr. Jill Zimmerman announced ASO has been recognizing faculty on campus for the past four years with the Inspirational Faculty of the Year Award. Every year students nominate a series of faculty online and a voting process is conducted among students. The current award recipient received approximately six hundred student votes. Dr. Magdalena Caproiu was announced as the recipient of the ASO Inspirational Faculty of the Year Award. On behalf of ASO and the students at AVC, Dr. Zimmerman offered her gratitude to Dr. Caproiu for the work she performs on a daily basis on behalf of all students.

Dr. Magdalena Caproiu stated this award is the most significant recognition a faculty member can receive because it comes directly from students. After fifty years as an instructor, it is wonderful to see students feel like partakers of the world, not simply a part of the world. Dr. Caproiu declared it is a wonderful honor to be a part of a students' educational process.

Dr. Zimmerman reported being this is the fourth year ASO has recognized AVC faculty they would like to purchase a plaque where award recipient names are engraved and if approved by the Senate they would like to hang the plaque in the Senate Office for all faculty to see. Mr. Valiotis stated publicly displaying the plaque in the Senate Office would be most appropriate.

## **6. REPORTS (limited to 5 min. each)**

### **a. Accreditation – Dr. Ed Beyer**

Dr. Ed Beyer reported the Accreditation Welcome Back Day presentations were well attended and received. The draft of the 2010 Accreditation Self-Study Report is a slow process because there are a lot of missing pieces due to many participants dropping out. Dr. Beyer is working hard to have a draft ready by the end of the fall semester. He plans to offer Accreditation open forums during the spring semester to allow the campus community to provide input on the drafted report. At this point he is working with information obtained and work to organize the report in a unified voice. It will be imperative for the campus community to provide input when requested. Dr. Beyer stated campus community members should select an area of interest, thoroughly review this section of the report, pick it apart, and ask questions. Some of the areas where the campus is shining are in the budgeting and SLO process. The way the district is handling the budget crisis is phenomenal. AVC has their act together but need to make sure meetings are documented. The SLO process is going great. The three areas of concern are SLOs, Program Review, and the Planning and Budgeting Process. Dr. Beyer reported he believed the campus is doing an adequate job with SLOs, but did not meet or exceed accreditation standard or stated objective indicated in the December 2008 Follow-Up Report. Another concern is in the area of communication. The campus needs to get a handle on this problem as with all challenges we have to push through it.

Mr. Valiotis extended his gratitude to Dr. Beyer for his hard work on Accreditation and offered assistance in any capacity.

### **b. Distance Education Committee (DEC) – Rick Balogh**

Mr. Rick Balogh announced the DEC recommended continuing to use Blackboard as the district online platform. The test environment for Blackboard 9 will be available for campus use in the near future. Faculty can begin modifying course information in the test shell which will be used during the Intersession term and/or Spring semester. Blackboard 9 will be uploaded the day after the posting of fall semester grades, but in the meantime faculty should be modifying course information in the test shell. Mr. Balogh has tested the export and import functions from Blackboard 7 to Blackboard 9 and the process occurred seamlessly. One area of concern is the limited amount of storage space on the Blackboard server. Mr. Balogh reported faculty should use the AVC Server for course content items that require a large

amount of server space. Links can be created to items on the AVC server from Blackboard when space becomes an issue.

Mr. Balogh reported his co-chair duties began during the summer where he began formulating the process described at Welcome Back Day. The Strata Report indicated campus constituencies need to work together to formulate a resolution to campus computing issues as a team. All entities involved are optimistic about a positive outcome. All ITS staff will be on the team and faculty representatives will be selected at the September 8, 2009 DEC meeting. The composition of the team will be flexible as the greatest need will be to fill in the technology gaps on campus. All team meetings will be open to the campus community and will not be exclusive to team members. Campus computing issues can only be resolved if the campus comes together to formulate a mutual resolution.

**c. Tenure Review – Jennifer Gross**

Ms. Jennifer Gross reported there are forty-five tenure committees:

- First Year Tenure Track – 1 faculty
- Second Year Tenure Track – 13 faculty
- Third Year Tenure Track – 19 faculty
- Fourth Year Tenure Track – 12 faculty
- Temporary Full-Time Tenure Track – 3 (Two Nursing faculty and one Aircraft Fabrication faculty)

There have been some changes made to Tenure Track Committees due to campus reorganization and reductions of campus Deans. A Tenure Orientation meeting has been scheduled for Tuesday, September 8, 2009 from 5:00 p.m. to 7:00 p.m. in APL 102, and Friday, September 11, 2009 from 10:00 a.m. to 12:00 p.m. in LS1 100 for faculty and Deans serving on a Tenure Committee for the first time or anyone who needs a refresher on the Tenure process. All Tenure forms have been posted to MyAVC. Tenure Committee Chairs should be holding initial meetings to discuss timelines. There are some minor language changes made to the Tenure Process relating to the timeline. In efforts to provide clarity the language that indicated which year a faculty member is employed (i.e. year one, year two) has been replaced with “x” semester of year “x”.

Ms. Gross stated last year the Academic Senate initiated a workgroup to research Mentoring Programs at other colleges/universities to discuss potential implementation at AVC. Being that there is a small group of non-tenured faculty it might be a good time to implement a pilot mentoring program. The tenure process is an important process which is predominantly based on faculty mentoring and would be beneficial to the campus community and newly hired faculty.

Mr. Valiotis stated if the Senate wishes to revisit discussions about a faculty mentoring program, the Senate will request researched information be presented at a future Senate meeting for further discussion.

**7. ACTION ITEMS**

**a. Senate Operating Procedures Handbook Revisions (attachments)**

A motion was made and seconded to approve the Senate Operating Procedures Handbook revisions. Mr. Valiotis reviewed the revisions made to the Senate Operating Procedures Handbook and provided explanations for revisions made. Motion carried.

**8. DISCUSSION ITEMS**

**a. Academic Senate Constitution Language Revisions (attachment)**

Mr. Christos Valiotis informed the Senate some minor revisions need to be made to the Senate Constitution to eliminate the word “area” in Article IV and VII, which is no longer applicable. A brief discussion occurred regarding the potential need to revise the constitution even further

since divisions have been combined due to the reorganization process. Senators were advised to remember divisions were not collapsed into one division with new names, but simply combined under one dean. The changes made in the reorganization process to divisions should not change the representation needs on the Senate. The constitution will remain the same without any major revisions made to language due to the campus reorganization for the current academic year. If the Senate finds there is a need to revisit language used in the Senate Constitution this can be done in the 2010 – 2011 academic year.

**b. Faculty Professional Development Committee Guideline Language**

Mr. Christos Valiotis announced the need to discuss the Faculty Professional Development process in efforts to acquire some guidance and input. The current process of acquiring faculty plans/contracts is very extensive and labor intensive for Senate Office Staff. A detailed explanation of the plan/contract acquisition and notification process was described to Senators. The problem occurs when faculty perform the work but fails to submit appropriate paperwork, which ultimately places undue pressure on office staff. The law forbids the district to withhold compensation when work has been performed even if formal paperwork has not been submitted. Ms. Heidi Preschler stated part of the evaluation process includes submitting paperwork on time. A lengthy discussion occurred about the problems relating to obtaining necessary paperwork needed to remain in compliance with the Chancellor's Office. Sheronda Myers, Associated Student Representative, stated this situation exemplifies a clear double standard of faculty expectations of students. If a student attends a class for fifteen minutes and leaves they are not afforded credit for attending the class. Mr. Christos Valiotis reported a joint meeting was coordinated during the summer months to discuss the matter with the Vice President of Academic Affairs, the Chair of the Faculty Professional Development Committee, and the Senate President. The outcome of the meeting resulted in a scripted plan/contract acquisition process and procedure that was then forwarded to the Faculty Union President and the Vice President of Human Resources for input and feedback. The district attorneys indicated the drafted process and procedures would violate the fair labor law for work performed and could not be implemented. There is even a greater need to engage in collaborative efforts with the Faculty Union, Human Resources and Administration to draft up future program language (procedures) that clearly outline repercussions for failure to meet contractual obligations stipulated in the Faculty Professional Development Program. Mr. Valiotis stated he would share drafted process and procedures created in the joint summer meeting for further discussion. Ms. Heidi Preschler expressed her willingness to work collaboratively with the Senate to come to a mutual resolution on this matter.

**c. FTE Reduction Plan 2009 – 2010 / 2010 – 2011 – invited guest: V.P. of Business Services, Deborah Wallace**

This discussion item was tabled for discussion at a future Senate meeting.

**d. Faculty Union Survey Results – Heidi Preschler**

Ms. Heidi Preschler reported the survey results have become somewhat pointless since some of the survey items have already been implemented. She indicated that the data analysis for the current survey is not complete yet, and she expects to have a summary soon.

A brief report was provided on the negotiation process. There are no current discussions regarding expanding campus Chairs or Coordinators. The hiring freeze is still being maintained with exceptions being made for campus positions that are deemed absolutely necessary. These positions must be presented and approved through SPBC prior to announcement. The district has announced course cuts, which will depend on the number of students enrolled at census. The current projection is 500 LHE will be cut from Intersession and 869 LHE in the Spring semester. The actual numbers will not be known until after census. The Faculty Union does not agree with how the district is addressing the budget crisis and the numbers that are being presented. Last year, the district grew 2000 FTES without increasing

course sections. The growth occurred because course sections that normally have minimal enrollment numbers are filled to capacities and some sections are overenrolled due to faculty adding more students than course maximum. The district is looking to cut an additional two million dollars to address the current budget situation. The largest expense the district incurs is in salaries and benefits. With the recent announcement of course cuts adjunct faculty will be incur the greatest impact. The biggest issue on the table is anticipating mid year cuts. There is no way of determining how big a hit the district should anticipate. One of the greatest assets the district has is the Palmdale Site. When the district is able to obtain center status it will be award approximately 968k a year. In this fiscally unstable time the additional funds could be used to save course sections. At this point, Ms. Preschler stated she is pushing hard to obtain center status. The district should be receiving something in writing in the next two weeks. One of the greatest concerns the Faculty Union has with the current negotiation process is they are not getting the budgetary information needed to obtain accurate district expenses and the process does not feel participatory.

Mr. Valiotis offered is gratitude to Ms. Preschler for the work she performs during the negotiation process. He expressed the desire for the Senate to work collaboratively with the Union Executive on campus issues.

**9. SENATE ADMINISTRATIVE BUSINESS**

**a. Appointments**

- **Tenure Review**
  - Michael Hancock
  - Patricia Márquez

*A motion was made and seconded to approve the Tenure Review appointments. Motion carried.*

**10. ADJOURNMENT**

A motion was made and seconded to adjourn the September 3, 2009 Academic Senate meeting at 4:48 p.m. Motion carried.

<b><u>MEMBERS PRESENT</u></b>		
Dr. Paul Ahad Carolyn Burrell Debra Feickert Dr. Claude Gratton Glenn Haller Jack Halliday Dr. Robert Harris	MaryAnne Holcomb Sandra Hughes Susan Knapp Dr. Susan Lowry Candace Martin Kathy Moore Sharonda Myers	Dr. Berkeley Price Harish Rao Terry Rezek Sandra Robinson Justin Shores John Taylor Christos Valiotis
<b><u>MEMBERS ABSENT</u></b>	<b><u>GUEST PRESENT</u></b>	
Casey Scudmore Sal Suarez <i>Vacant Adjunct Faculty Rep.</i> <i>Vacant Soc. &amp; Beh. Sci. Rep</i>	Rick Balogh Dr. Ed Beyer Dr. Magdalena Caproiu Diane Flores-Kagan Jennifer Gross	Heidi Preschler Alex Webster Dorothy Williams Dr. Jill Zimmerman

## SENATE CALENDAR

### FALL SEMESTER

- Week 1            Notify all adjunct faculty soliciting nominees for adjunct-at-large position at the beginning of the fall semester.
- Week 8            Notify all faculty requesting nominations for Hayward Award.
- Present nominations for Hayward Award to the Senate for discussion and selection.
- Notify all faculty requesting nominations for the Regina Stanback-Stroud Diversity Award.
- Solicit nominations for the Exemplary Program Award.
- Week 12            Call for Scholar in Residence nominees. Nomination period will remain open until the fourth week of the spring semester.**

### SPRING SEMESTER

- Week 2            Divisional representatives and Senator-at-large vacancies are announced.
- Week 4 to 6        Names of new divisional representatives need to be submitted to the Academic Senate Office.
- Week 6            Notify all faculty and deans of each division soliciting nominations for Outstanding Adjunct Faculty Award.
- 1st Meeting After  
Week 7            Conduct election of Senate Officers.
- Week 8 or 9        Select Outstanding Adjunct Award winner.  
                     Select Scholar in Residence

## PROCEDURE FOR ACADEMIC RANKING FULL-TIME FACULTY

1. The faculty member seeking a change in academic ranking may request an application from the Senate Office or may download the form from the Academic Senate web page.
2. The criteria for each rank is attached to the following page.
3. When the application is submitted, it is verified and upon approval forwarded to the President of the Academic Senate and College/Superintendent for signature.
4. The faculty member's name is sent to the Senate Meeting for approval and is announced to the faculty in the Senate Bytes.
5. The process is now complete and the faculty member is provided a letter conferring their academic rank.

## PROCEDURE FOR ACADEMIC RANKING ADJUNCT FACULTY

1. The adjunct faculty member seeking the ranking requests an application from the Senate Office or may download the form from the Academic Senate web page and fills it out. On the application are the requirements for years of service at Antelope Valley College and LHE's to qualify for the ranking.
2. The application is returned to the Senate Office and then sent to Human Resources for verification of years of service at Antelope Valley College and educational background.
3. When the information has been verified, it is returned to the Senate Office for the President of the Academic Senate and College/Superintendent for signature.
4. The faculty member's name is sent to the Senate Meeting for approval and is announced to the faculty in the Senate Bytes.
5. The process is now complete and the application is returned to the adjunct faculty member conferring their academic rank.



## **PROCEDURES FOR HAYWARD AWARD NOMINATIONS**

1. Prior to when the State Senate puts out the call for Hayward Award nominees, the Senate President sends out a memo to all faculty requesting nomination letters. This memo explains what the award is and gives a deadline for the nominations.
2. Once nominations have been received, the Senate President puts the item on the agenda as an action item. Senate members review all applications and a vote is taken to decide who will be the nominee from the Senate.
3. The nominee then works with the Academic Senate President to complete the nomination form for submission to the State Academic Senate by the deadline.
4. All of the nominees and the Hayward award nominee will be recognized at Faculty Recognition Day.

## **PROCEDURES FOR SCHOLAR IN RESIDENCE AWARD NOMINATIONS**

1. The Senate President sends out a memo to all faculty announcing the call for Scholar in Residence Award nomination letters. This memo explains what the award is and gives a deadline for nominations.
2. Once nominations have been received, the Senate President puts the item on the agenda as an action item. Senate members review all nomination letters and a vote is taken to decide who will be the nominee from the Senate.
3. The name of the award winner will be known only to the Senate President and Senate Coordinator in order to ensure confidentiality.
4. All of the nominees and the Scholar in Residence award winner will be announced and recognized at Faculty Recognition Day.

## **PROCEDURES FOR SELECTING OUTSTANDING ADJUNCT FACULTY AWARD**

1. The Senate President sends a memo to all faculty and deans of each instructional and support service division or area to nominate one adjunct faculty member from within the division ~~or area~~ for the Outstanding Adjunct Faculty Award. Included are the criteria for selection.
2. The Senate Executive Committee will meet with the Adjunct Representative on the Academic Senate and select no more than three nominees to submit to the Academic Senate.
3. The Academic Senate will meet as a Committee of the whole to consider the nominees. In regular session, the Senate will vote to select the Outstanding Adjunct Faculty Member.
4. An honorarium is given to the adjunct faculty member selected for the award.
5. All of the nominees and the Outstanding Adjunct Faculty Member will be recognized at Faculty Recognition Day.

## PROCEDURE FOR SELECTION OF CHAIRS/COORDINATOR FOR ACADEMIC SENATE COMMITTEES

The position of committee chairperson/coordinator is essentially a paid position. As such, persons chosen for this position are required to go through a standardized selection process. Selection is based on criteria, determined and approved by the Senate. Selection for chair/coordinator positions will occur in the academic year prior to the position start date, but no later than the end of fall semester.

1. Qualifications and criteria for a chairperson/coordinator are to be determined by the members of the Senate at the general sessions, specifically formulated by the Executive Committee and, finally, confirmed by a majority vote of all Senators. Faculty members must be tenured to serve as a committee chair/coordinator.
2. Upon the creation of a new Academic Senate committee or the pending vacancy of the chair/coordinator of an existing committee, the President of the Academic Senate will notify all full-time faculty that a vacancy exists. Information on the position with description of duties and qualifications must be distributed. Notification of the position shall occur at least fourteen days prior to the beginning of a new committee's work or the end of a current chair's/coordinator's term or time in office.
3. All interested individuals who wish to be considered for the position of chair/coordinator must submit a letter of interest to the Executive Committee of the Senate along with any additional requested information germane to the position upon the request of the Executive Committee. Statements and/or resumes indicating their qualifications for the position **may must** be included. At least fourteen days will be allowed from the date of the notice of a vacancy and the closing date for the applications.
4. The Executive Committee of the Academic Senate will conduct interviews for all candidates for the position of chair/coordinator. These interviews will conform with generally recognized standards of professionalism and confidentiality. Questions will relate only to the criteria established by the Academic Senate. Institutional rules concerning affirmative action must be considered.
5. The successful candidate's name will be presented to the Academic Senate for confirmation. A majority vote, by open ballot, of all Senators is required for confirmation. If that does not occur, the Executive Committee must submit another name to the Senators for confirmation. All other candidates for chair/coordinator must be notified in writing of the Senate's decision.
6. If reassigned time is included in the chair's/coordinator's load, the chair can serve no more than two successive terms. At least one intervening academic year must occur before the individual can serve again as chair/coordinator with reassigned time. No individual may chair/coordinate more than one committee at one time.
7. Orientation of a new chair/coordinator elect will consist of shadowing the current chair/coordinator for a minimum of one semester. Shadowing will consist of, but not be limited to:
  - Participating (when possible) in statewide or regional conferences and/or institutes related to the position
  - Participating in development and review of committee agenda items
  - Attending at least four meeting of the applicable committee(s)
  - Reviewing major policies/ procedures related to the position
  - Meeting with Senate Executive at least twice
  - Becoming familiar with statewide faculty issues
  - Participating in additional activities as agreed to by chair/coordinator elect and current chair/coordinator

## PROCEDURE FOR SELECTION OF SENATE REPRESENTATIVES

1. All faculty are members of the Academic Senate. Each division ~~or area~~ selects representative(s) to serve on the Senate and decides how the selection will be made. Divisional Senate representatives must be at least in their third year of tenure.
2. Each division or area shall select Senate representatives according to the following formula:
  - 1 representative per 1 through 9 electorate members of the Division ~~or Area~~
  - 2 representatives after 10 electorate members of the Division ~~or Area~~The entire full-time faculty shall elect three members at-large to the Senate.  
  
One at-large adjunct member shall be elected from the ranks of the eligible adjunct faculty by the entire adjunct faculty.
3. The Senate representatives serve a two-year term. The adjunct Senate representative serves a one-year term and the Senator-at-large serves a three-year term.
4. In the 2nd week of the spring semester the Senate President sends a memo to the division representative reminding them their term of office is about to expire and a divisional representative needs to be chosen. The president also sends a memo to all full-time faculty and adjunct faculty soliciting names for the Senator-at-large position whose term may be ending.
5. Ballots to elect Senators-at-large and adjunct faculty representatives are prepared for upcoming elections. A ballot box should be available at a central location (usually the Academic Senate Office or campus mailroom).
6. Senators elect will be encouraged to attend Senate meetings and to become familiar with Senate issues and procedures prior to assuming Senate responsibilities.

### Article IV Senate Constitution

## STUDENT LEARNING OUTCOME COMMITTEE CO-CHAIR JOB DESCRIPTION

The duties of the Student Learning Outcome (SLO) Committee Co-Chair shall include, but not be limited to, the following activities:

1. Chair bi-monthly (or as needed) meetings with committee.
2. Develop, advocate, and monitor a campus-wide plan for the implementation of SLOs/**PLOs** and accompanying assessment.
3. Coordinate all campus SLOs/**PLOs** assessment efforts.
4. Meet with divisions and areas to facilitate in establishing and assessing SLOs/**PLOs** for courses and programs.
5. Research and identify samples of SLOs/**PLOs** and their assessment techniques.
6. Work closely with the institutional researcher in developing and maintaining a record of assessment tools.
7. Coordinate workshops for campus SLO/**PLOs** training with inside and outside speakers.
8. Propose connections to current campus practices on SLOs/**PLOs** and assessment.
9. Maintain an archive record in support of data for accreditation, program review, and curriculum issues.
10. Disseminate information on current trends on SLOs/**PLOs** from conferences and workshops that are relevant to faculty, student services, and administration.
11. Oversee development and updating of a SLO **Committee** website.
12. Keep up-to-date on state and national information on SLOs/**PLOs** and assessment techniques.
13. Be a resource person for any questions on SLOs, **PLOs**, and ILOs.
14. Be a liaison to AP&P.
15. Report at least twice a semester to the Academic Senate.

*(6 LHE (40%) reassigned time per semester for three year term)  
(3 LHE summer stipend)*

**AVC GOVERNANCE COUNCILS AND COMMITTEES**  
**Academic Procedures 2510 Participation in Local Decision-Making**

ELECTED GOVERNANCE GROUP

Board of Trustees

ADMINISTRATIVE GOVERNANCE GROUPS

Administrative Cabinet

Administrative Council

FACULTY GOVERNANCE GROUP

Academic Senate

STUDENT GOVERNANCE GROUP

Associated Student Organization

COLLECTIVE BARGAINING GOVERNANCE GROUPS

Antelope Valley Federation of Teachers

Antelope Valley Federation of Classified Employees

CAMPUS-WIDE GOVERNANCE GROUP

College Coordinating Council

Strategic Planning & Budget Council

**COLLEGE GOVERNANCE COMMITTEES**  
(Participatory Committees, see Page 6 of the Faculty Handbook)

CAMPUS-WIDE STANDING COMMITTEES

Auxiliary Services Committee

**Basic Skills Committee**

Enrollment Management Committee

Equal Employment Opportunity Advisory Committee

Information Technology Committee

Matriculation Committee

Safety Committee

Staff Development Committee

Strategic Planning & Budget Council

ACADEMIC SENATE STANDING COMMITTEES AND PROGRAMS

Academic Policies & Procedures Committee

Distance Education Committee

Equivalency Committee

Faculty Professional Development Program

Honors Committee

Senate Grant Program

Student Learning Outcome Committee

Program Review

Tenure & Evaluation

**Antelope Valley College**  
**ACADEMIC SENATE CONSTITUTION**

Article I      Name of the Organization

The name of this organization shall be: The Antelope Valley College Academic Senate. The four executive officers shall be the Senate Executive Committee.

Article II      Purpose

The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college. This may include, but is not limited to policies and practices as specified in Title 5, Chapter 2, Section 53200, Board Policy 2510 Participation in Local Decision-making, Academic Senate, 3 & 4 which states:

(3) Rely Primarily---The Board of Trustees of Antelope Valley College will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

The Governing Board is also required to rely primarily on the advice and judgment of the Academic Senate in establishing policies and procedures for Faculty Hiring Criteria (Ed. Code 87360 (b) and (c), Equivalencies to Minimum Qualifications (Ed. Code 87359 (b) and Administrative Retreat Rights (Ed. Code 87458 (a). These areas may also have collective bargaining aspects.

(4) Mutual Agreement---The Board of Trustees will come to mutual agreement with the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (6) District and college governance structures, as related to faculty roles.
- (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports.
- (9) Processes for program review.
- (10) Processes for institutional planning and budget development.
- (11) Other academic and professional matters as mutually agreed upon.

Article III      Electorate

The Academic Senate shall be composed of full-time faculty members and an adjunct representative as specified in Article IV. Senators elected from their respective divisions or designated areas are expected to exercise their voting privilege on behalf of their divisional constituents.



Senate issues may be presented to the entire regular faculty, and voted upon, in accord with Article XII, Section 4 of Article XIII. "Regular Faculty" shall mean all full-time faculty.

Article IV Senate Representatives

Section 1. Tenured faculty or those probationary faculty in their third or fourth year shall be eligible to serve on the Senate.

Section 2. Each division ~~of area~~ shall select their Senate representatives according to the following formula:

One representative per 1 through 9 electorate members of the division ~~of area~~.

Two representatives after 10 electorate members of the division ~~of area~~.

Section 3. The entire regular faculty shall elect three representatives at-large to the Senate.

3a. At the time of election for each at-large representative, the person with the second greatest number of votes will become the proxy.

Section 4. One at-large adjunct representative shall be elected by the entire adjunct faculty to serve on the Senate. The adjunct representative has the same voting privileges as full-time Senators.

4a. The adjunct with the second largest number of votes shall be the proxy for the adjunct Senate representative.

Section 5. All elections to the Senate shall be by secret ballot.

Article V Ex-Officio Members

Section 1. The elected president of the recognized certificated employee organization shall be ex-officio members of the Senate with no voting privileges. If the president is already a member of the Senate, he/she should resign the position on the Senate, and that position will be filled as provided.

Section 2. One student appointed by the ASO will sit on the Senate as an ex-officio member with no voting privileges.

Section 3. The previous year's Senate President will serve as an advisor to the incoming President for no longer than one academic semester.

Article VI Election and Tenure of Officers

Section 1. The Senate President is nominated by the regular faculty and is selected by the Senate Representatives. If the President is already a Senate representative, he/she shall resign that position, and the position will be filled as described in Article IV. The President shall serve a three-year term of office. \*

1a. The officers of the Executive Committee shall be:

The First Vice-President, the Second Vice-President, and the Officer-at-Large. The Executive Committee shall be nominated by the Senate representatives. The Executive Committee shall serve a one-year term of office. The Executive Officers shall serve as an advisory body to the President and shall meet weekly (as needed).

- 1b. Election of Senate President and Officers will occur during the spring semester.

## Article VII Tenure of Senate Representatives

Section 1. Each division and/or area representative shall serve a two-year term.

- 1a. Upon the representative's third consecutive absence without proxy from a meeting of the Senate, the President will notify the division/area faculty members. The division/area then has the option to choose a new Senate representative.
- 1b. In the event a division/area has not selected a representative, that seat will remain vacant until that division/area makes an appointment.

Section 2. Each representative-at-large shall be elected to a three-year term.

- 2a. Senators elect will be encouraged to attend Senate meetings and to become familiar with Senate issues and procedures prior to assuming Senate responsibilities.

Section 3. The adjunct faculty representative shall be elected to a one-year term.

- 3a. The newly elected adjunct representative will be seated as early as possible during the fall semester. If the adjunct faculty member with the highest number of votes in the election is not able to assume the duties of adjunct senator, the adjunct faculty member with the next highest vote total will be seated on the senate, and so on until a representative is seated. If no adjunct senator is seated through this process, another election will be held.

## Article VIII Duties of Senate Officers

Section 1. President: The President shall represent the Senate to the Board of Trustees; shall represent the Senate on the College Coordinating Council and submit items for the agenda on that committee; and shall insure the communication of Senate policies and sentiments to appropriate parties. The President will review and set Senate meeting agenda in consultation with Senate Executive Committee. In addition, any Senate representative or any three faculty members may submit items for consideration for Senate agenda.

- 1a. See Antelope Valley College Academic Senate Operating Procedures Handbook for additional duties and responsibilities of President.

Section 2. First Vice-President: The First Vice-President shall assume the duties of the President in the event of his/her absence and assist the President in his/her duties as delegate.

2a. Second Vice-President: The Second Vice-President shall act as Senate Liaison Officer with appropriate groups within the college community. These shall include but not be limited to: Associated Students and "ad hoc" organizations.

2b. Officer-at-Large: The Officer-at-Large shall assume such duties as deemed appropriate by the President of the Senate.

2c. See Antelope Valley College Academic Senate Operating Procedures Handbook for additional duties and responsibilities of First Vice President, Second Vice President, and Officer-at-Large.

Section 3. The President and the Executive Officers shall comprise the Executive Committee and act as the Senate during periods other than the regular school session.

#### Article IX Legislative Liaison

Section 1. A Legislative Liaison shall be appointed by the President for a two-year term and shall keep the Senate informed of matters before the state legislature and the statewide Academic Senate.

#### Article X Meetings

Section 1. The Senate shall meet during the first and third school weeks of each month of the academic year.

1a. Other meetings may be held when deemed necessary by the Senate or its officers.

1b. According to the Brown Act, members of the faculty may attend any regular meeting of the Senate. In addition, members of the Board of Trustees, Administration, staff, student body, and public may attend regular meetings. Only Senate members may attend Executive Sessions except by invitation of the President, or by a majority vote of the Senate.

Section 2. A quorum shall be required for all official actions of the Senate. A quorum shall consist of a simple majority of the members (or their proxy) of the Senate.

#### Article XI Committees

Section 1. The Senate shall have the power to create such committees as it deems necessary, and such committees shall be known as "Senate Standing Committees." Members will be appointed by the Senate from within the Senate, or if desired, from outside the Senate. (See Antelope Valley College Academic Senate Operating Procedure Manual for listing of Senate Standing Committees.)

Article XII Operating Procedures

- Section 1. The Senate, during and after consultation with the administration, may present its views and recommendations directly to the Board of Trustees. (Title 5 §53203, Subsection C)
- Section 2. The President of the Senate or his/her designee shall attend all official meetings of the Board of Trustees during the school year and represents the Senate on all professional and academic matters. (Title 5 §53200)
- Section 3. Copies of the Senate minutes and communications shall be available to members of the faculty, administration, staff, associated students, Board of Trustees, and public.
- Section 4. The Senate may refer issues to the faculty for discussion and consideration. A majority vote of the Senate will be required for a referral on a substantive issue, which then will be referred to the faculty at large. A petition of 20% of the faculty shall require the review of a Senate action by the faculty at large.
- Section 5. On voting issues, the Senate follows the procedure of open ballots as specified in the Antelope Valley College Academic Senate Operating Procedures Handbook.
- Section 6. All procedures not specifically provided for in this constitution shall be resolved according to the latest edition of Robert's Rules of Order.

Article XIII Procedures for Amendment

- Section 1. Amendments to this constitution may be proposed by a simple majority of the Senate.
- Section 2. Proposed amendments shall be presented in writing to the faculty at least two weeks prior to voting; the Senate shall conduct the election; the balloting shall be within twenty school days after the proposal has been presented.
- Section 3. A simple majority vote of the total regular faculty shall be required to amend this constitution.

Article XIV Ratification and Adoption

The Academic Senate constitution shall go into effect upon approval of a simple majority vote of the faculty.

8/27/2009

**2009-2010**

Balanced Fall/Spring

Term	Summer	Fall	Winter	Spring	Total LHE	FTES (.95*LHE)
LHE						
2008/2009	1661	5656	630	5701	13648	
2009/2010	1573	5567	315	5567	13022	12371
Difference	-88	-89	-315	-134	-626	
\$/LHE	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08		
\$ Change	\$ (108,159.04)	\$ (109,388.12)	\$ (387,160.20)	\$ (164,696.72)		
Total					\$ (769,404.08)	

Slash and burn to get to 2 million

Term	Summer	Fall	Winter	Spring	Total LHE	FTES (.95*LHE)
LHE						
2008/2009	1661	5656	630	5701	13648	
2009/2010	1573	5567	133	4832	12105	11500
Difference	-88	-89	-497	-869	-1543	
\$/LHE	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08		
\$ Change	\$ (108,159.04)	\$ (109,388.12)	\$ (610,852.76)	\$ (1,068,070.52)		
Total					\$ (1,896,470.44)	

Slash and burn to get to 2.5 million

Term	Summer	Fall	Winter	Spring	Total LHE	FTES (.95*LHE)
LHE						
2008/2009	1661	5656	630	5701	13648	
2009/2010	1573	5567	133	4385	11658	11075
Difference	-88	-89	-497	-1316	-1990	
\$/LHE	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08		
\$ Change	\$ (108,159.04)	\$ (109,388.12)	\$ (610,852.76)	\$ (1,617,469.28)		
Total					\$ (2,445,869.20)	

8/27/2009

**2010-2011**

Balanced Fall/Spring

Term	Summer	Fall	Winter	Spring	Total LHE	FTES (.95*LHE)
LHE						
2009/2010	1573	5567	133	4832	12105	
2010/2011	1000	5400	305	5400	12105	11500
Difference	-573	-167	172	568	0	
\$/LHE	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08	\$ 1,229.08		
\$ Change	\$ (704,262.84)	\$ (205,256.36)	\$ 211,401.76	\$ 698,117.44		
			Total	\$	-	

Term	LHE	FTES	FTES/LHE
Summer 2008	1661	1,374	0.83
Fall 2008	5656	5,519	0.98
Winter 2009	630	641	1.02
Spring 2009	5701	5,400	0.95
Summer 2009	1573	1,427	0.91
Fall 2009	5567	5400	0.97
Winter 2010			
Spring 2010			