



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING**

AGENDA

October 1, 2015

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. September 17, 2015 Academic Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
 - a. Accreditation Committee Report – Tina McDermott
6. ACTION ITEMS
7. DISCUSSION ITEMS
 - a. Proposed Calendar Change
8. INFORMATIONAL ITEMS
9. SENATE ADMINISTRATIVE BUSINESS
 - a. AP&P Committee Course/Program Recommendations for Academic Senate Approval
10. ANNOUNCEMENTS

November 5-7, 2015	2015 Fall Plenary	Irvine Marriott
November 14, 2015	2015 Fall Curriculum Regional Meeting	Location TBD
February 19-20, 2016	2016 Accreditation Institute	Marriott Mission Valley, San Diego
April 20-23, 2016	2016 Spring Plenary	Sacramento Convention Center
June 9-11, 2016	2016 Faculty Leadership Institute	Mission Inn, Riverside
July 7-9, 2016	2016 Curriculum Institute	Double Tree Hilton - Anaheim

11. ADJOURNMENT

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
September 17, 2015 Program Review – Carol Eastin	November 5, 2015
October 1, 2015 Accreditation Committee Report – Tina McDermott	November 19, 2015 Program Review – Carol Eastin Accreditation Committee Report – Tina McDermott
October 15, 2015	December 3, 2015

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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**ACADEMIC SENATE MEETING
AGENDA/MINUTES**

**October 1, 2015
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

Dr. Ed Beyer, Academic Senate President called the meeting to order at 3:00 p.m.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Dr. Beyer announced a shooting at Umpqua Community College in Oregon today and that approximately 7-15 students were killed, and that is why AVC campus provides the active shooter drill. Stated that Lisa Vath had not been at the meetings lately, due to her parents being in the hospital. It was decided to establish a “friendship” fund for situations such as this. Stated that he would be taking donations in order to send flowers to her. Stated that October 1st is the first day of SISC benefits and that if an ID card had not been received to go online to get a temporary one. Stated that last year he submitted a grant proposal to the Foundation for funds to have the Senate Office re-decorated and they are willing to match up to \$1,500 and if anyone is interested in donating to the office re-design and need a tax write off, to please make a donation and indicate that it's for the office. Stated that on October 23, 2015 there will be a Brown Act Training at 8:00 a.m. in the theater, and to please RSVP to Patty in the President's Office.

3. OPEN COMMENTS FROM THE PUBLIC

Dr. ZiaNisani stated that he tried to go online and SISC stated that they do not have information and is unable to receive his information. Stated that dental is still there, vision is not and health is not either. Related his frustration with the system

Dr. Irit Gat, stated that there is a presence on campus from Desert Oasis on Mondays and Wednesdays from 9-12:00 p.m. in SSV 183 for sexual assault victims and because the counselor is not a mandated reporter and students are able to receive resources and help but that it may not go any further as she does not need to report. Stated that her name is Angela Alvarez and if anyone would like her e-mail address to contact Irit. Stated that Dr. Jill Zimmerman's office is working on updating the website to include this resource.

Dr. Ken Shafer stated that after extending invitations for SLO input, that out of 15 history adjuncts, only 2 responded.

Dr. Liette Bohler stated that when classified moved over from CVT to SISC there were some initial problems but that it was eventually worked out.

4. APPROVAL OF MINUTES

a. September 17, 2015 Academic Senate Meeting (attachment)

*Motion made by Dr. Zia Nisani and seconded by Terry Rezek with several corrections.
Motion carried with (2) abstentions.*

5. REPORTS (5 minutes maximum)

Tina McDermott provided a report on accreditation, and that there is a push to complete this project. Stated that she is aiming for an April deadline, for proofing, board approval and then for the publication process. Stated that tomorrow would be an “all hands on deck” meeting, with everyone involved in the writing of all four standards. Stated that it would be right after the President’s Coffee Chat at 9:00 a.m. and that each team will be breaking out, working on their standard and that all issues regarding the accreditation be resolved so that it does not become a recommendation. Tina stated that there is a sub-committee formed regarding Distance Ed and that committee will be addressing Distance Ed issues throughout all standards of the accreditation. Stated that this is a big cross campus effort to write one report and that this is a top priority for the campus and the President. Stated that the current Team 3 leader has stepped down and she is looking for a replacement, encouraged someone to step up and to put out the call among the divisions.

6. ACTION ITEMS

a. By Laws Addition

A Motion was made by Dr. Zia Nisani and seconded by Susan Knapp. Motion carried with (1) abstention.

7. DISCUSSION ITEMS

a. Board Policy Changes (standing item)

1. BP 6200 Budget Preparation
2. AP 6200 Budget Preparation
3. BP 6250 Budget Management
4. AP 6250 Budget Management
5. BP 6300 Fiscal Management
6. AP 6300 Fiscal Management
7. BP 6400 Audits
8. AP 6400 Audits

Stated that there are 8 to take back to the divisions for discussion. Pointed out that on BP6200 – Budget Preparation, the BP says, “adopted minimum requirement of 8% for unrestricted reserve,” but if you turn the page to the AP 6200 the third bullet says it will have a “goal to maintain a 12% reserve.” The second one is simply a goal and the first one is a minimum standard. If the college gets to a 5% reserve, then the state takes a very close look at us and so the 8% becomes the red flag for that. Stated that currently there is a 17% reserve, but over the 3 year proposed budget, the reserve reduces dramatically

b. Senate Communications Strategy – Kristine Oliveira

Kristine Oliveira provided a handout and Powerpoint on the Proposed Communications Strategy Detail. Stated that she is proposing a 3 prong structure around the Senators with the Senators as the center of communication and having a structure around it. Stated that a Faculty Town Hall Meeting, once a semester, with the President of the Senate and President of the Union, to overlap concerns and that it would need to be determined the best time for everyone to be there. Stated that the newsletter (Senate Bytes) would be revived, a one page information sheet, along with a Senate Blog. Stated that the blog is information that is easily changeable which reflect ideas and concerns that the faculty have on campus. Suggested that the newsletter be given out hand to hand and not just placing it in the mailboxes, but by making personal contact, the information becomes more relevant and will hopefully engage more faculty. Stated that she needs help in order to make the Senate Blog interactive and that it will be updated after regular Senate

meetings or as needed. Stated that Faculty Town Hall Meetings would review current events, questions from faculty to ask of leadership and then at the end a 15 minute question and answer time and to invite a college manager/administrator to field questions. She encouraged everyone to e-mail her with questions, comments, concerns and ideas. Discussion on empathy, taking the temperature and initiate conversations that are hot topics, maybe using SurveyMonkey, CCC Confer (a service to administrators, staff and faculty of the community college system) to get ideas and a possibility of meeting. It was suggested to meet on a Thursday at 3:00 p.m. on the 5th week of the month.

c. Calendar Change Proposal – Counseling Faculty

Dr. Jessica Eaton, from counseling, stated that she and one other counselor (Audrey Moore) are in favor of the calendar change with a preference of a 2 work week period in between the end of fall and the beginning of spring. Stated that she works very closely with the probationary and dismissal students. Stated that there are approximately 1,000 transcripts for these students and it is all done manually. Stated that they have to make a good faith effort in notifying every student of their academic standing before the semester begins and that they need two work weeks in the fall only since summer is not considered a term in determining academic standing. Stated that intersession and summer are not academic standing terms so it gives time to begin interventions right away. Stated that two weeks after the end of the semester and one week after grades are turned in is when the report is due. There was some discussion on the importance of student intervention to enable the students’ success. Dr. Beyer went around the table to get a census as to each division’s calendar preference and encouraged everyone to e-mail him with the information as well. He will compile everyone’s responses and provide an update at a later meeting.

8. INFORMATIONAL ITEMS

a. Board Policy Changes (standing item)

Stated that in the future the “standing items” on the agenda will be coming out.

9. SENATE ADMINISTRATIVE BUSINESS

a. AP&P Committee Course/Program Recommendations for Academic Senate Approval

Motion made by Dr. Zia Nisani and seconded by Susan Knapp to approve the Course/Program Recommendations. Motion carried.

10. ANNOUNCEMENTS

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11. ADJOURNMENT

Dr. Beyer reviewed everyone’s proxies and the meeting was adjourned at 4:29 p.m.

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
September 17, 2015 Program Review Committee Report – Carol Eastin	November 5, 2015
October 1, 2015	November 19, 2015 Program Review Committee Report – Carol Eastin

Approved: November 5, 2015 Academic Senate Meeting

October 15, 2015	December 3, 2015
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NON-DISCRIMINATION POLICY

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Senate Meeting: October 1, 2015

				Item: 4a Minutes	Item: 6a Bylaws Addition	Item: 9a - AP & P Committee
Representative	Present	Proxy	Present	Y/N/A	Y/N/A	Y/N/A
Beyer, Dr. Ed	X			Y	Y	
Bohler, Dr. Liette	X	Kathryn Mitchell		Y	Y	Y
Burrell, Carolyn	X	Dr. Scott Lee		Y	Y	Y
Flores-Kagan, Diane	X	Magdalena Caproiu		Y	Y	Y
Fuller, Rosa	X	Dr. Lee Grishman		Y	A	NP
Ginosian, Dezdemona	X	Genie Trow		Y	Y	Y
Gat, Dr. Irit	X			Y	Y	Y
Haller, Dr. Glenn	X	Lisa Karlstein		Y	Y	Y
Halliday, Jack	X	Ty Mettler		Y	Y	Y
Harper, Dr. Jessica	X	Jason Bowen		Y	Y	Y
Knapp, Susan	X	Carol Eastin		Y	2 Y	2 Y
Leighton, Jonet	X	Lisa Karlstein		Y	Y	Y
Lubick, Karen	X	Harish Rao		Y	Y	Y
Nisani, Dr. Zia	X	Mike Pesses		1 Y	1 Y	1 Y
Oliveira, Kristine	X			Y	Y	Y
Overdorf, Cathy	X	Matthew Jaffe		Y	Y	Y
Rezek, Terry	X	Lisa Karlstein		2 Y	Y	Y
Rider, Van	X			Y	Y	Y
Shafer, Dr. Ken	X	Dr. Matthew Jaffe		A	Y	Y
Snyder, Susan	X	Denise Walker		Y	Y	Y
Sundberg, Elizabeth	X	Bonnie Curry		Y	Y	Y
Vath, Lisa	X	John Kokoska		A	Y	Y
Veres, Larry	X	John Kokoska		Y	Y	Y
Javines, Maranatha (ASO)		Hanna Spellmeyer				

Y=Yes, N=No, A=Abstain, NP=Not Present, 1=Motion, 2=Second

Beyer, Dr. Ed
Burrell, Carolyn
Overdorf, Cathy
Ginosian, Dezdemonna
Flores-Kagan, Diane
Haller, Dr. Glenn
Harper, Dr. Jessica
Shafer, Dr. Ken
Bohler, Dr. Liette
Nisani, Dr. Zia
Sundberg, Elizabeth
Halliday, Jack
Leighton, Jonet
Lubick, Karen
Oliveira, Kristine
Veres, Larry
Vath, Lisa
Javines, Maranatha
Fuller, Rosa
Knapp, Susan
Snyder, Susan
Rezek, Terry
Rider, Van

B107.0 Proposed Constitutional and Bylaw Changes

B107.1 Constitution

B107.1.1 Upon proper Senate acceptance of a proposed Constitutional Change in accordance with §105.1, the Senate President will immediately create a Constitutional Ad Hoc Committee in accordance with §101.3.

B107.1.2 The Ad Hoc Committee shall examine the intent, wording, additions and deletions proposed and create a report to the Senate of the Constitutional impact of the proposal, including which Articles and Bylaws will need to be changed or eliminated by the proposal, as well as proper numbering.

B107.1.2.1 The report is for informational purposes only, but may contain the assessment of the Ad Hoc Committee as to the viability and soundness of the proposal.

B107.1.2.2 The report will be presented to the Senate for discussion no later than two weeks before action is to be taken on sending the proposal forward to the Faculty.

B107.1.2.3 The report may give an alternate wording to the proposal, however, that alternate wording will only be presented to the Senate for consideration if approved by those who originally made the proposal.

B107.2 Bylaws

B107.2.1 Upon proper acceptance of a proposed Bylaws change in accordance with §106.1 or if in such case the Executive Committee believes it necessary to amend or insert a bylaw, the Senate President will immediately create a Bylaws Ad Hoc Committee in accordance with §101.3.

B107.2.1.1 If a Bylaws Ad Hoc Committee has already been formed, the President may either add the new proposal to the Ad Hoc Committee's duties or create a new Ad Hoc Committee specifically for the new proposal.

B107.2.2 The Ad Hoc Committee shall examine the Constitutional impact, wording, additions and deletions proposed and create a report to the Senate of the effect of the proposal, including which Articles and Bylaws will need to be changed or eliminated by the proposal, as well as proper numbering.

B107.2.2.1 The report is for informational purposes only, but may contain the assessment of the Ad Hoc Committee as to the viability and soundness of the proposal.

B107.2.2.2 The report will be presented to the Senate for discussion no later than two weeks before action is to be taken on sending the proposal forward to the Faculty.

B107.2.2.3 The report may give an alternate wording to the proposal, however, that proposal will only be presented to the Senate for consideration if approved by those who originally made the proposal.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

To: Academic Senate
From: Dr. Darcy Wiewall, AP&P Cochair
Date: September 29, 2015
Subject: AP&P Committee Recommendations for Academic Senate Approval

The following courses were reviewed and approved by the Academic Policies and Procedures (AP&P) Committee:

Course Deactivations Approved by AP&P on September 10, 2015:

1. PHTC 250, Advanced Color Photography

New Course Approved by AP&P on September 24, 2015:

1. ENGL 115, Introduction to Technical Communication
Course Requisite: Completion of ENGL 101 or ENGL 101SL.
Course Description: An advanced composition course that gives students instruction and practice in skills particular to writing in technical and professional fields. Students will develop their awareness of audience and audience-specific language use. They will become familiar with forms specific to technical environments, such as report writing, process analysis, charts, graphs, other presentations of numerical data, instruction manuals, and data analysis. Students will learn to analyze important details about technical writing situations and to write according to the results of their analysis. Students will learn to write in working groups. (CSU, AVC)

Course Revisions Approved by AP&P on September 24, 2015:

1. AJ 205, Criminal Investigation
2. BIOL 101, General Biology – removed laboratory content
3. BIOL 101L, General Biology Lab – course encompasses all laboratory content previously included in the lecture
4. CA 132, Oracle SQL Database Management
5. CA 153, Windows Installation and System Support
6. CA 175, Administering Windows Server
7. CFE 211, Health, Safety and Nutrition for the Young Child
8. DRFT 150, Intermediate 2-D AutoCAD
9. ELTE 101, Survey of Electronics
10. ELTE 110, Electronic Mathematics
11. ELTE 252, Introduction to Avionics
12. ELTE 254, Radio Telephone License
13. MOA 102, Advanced Medical Terminology
14. MUS 105, World Music (Online Only) – created new online course
15. RADT 101, Introduction to Radiologic Technology