



**ANTELOPE VALLEY COLLEGE**  
**ACADEMIC SENATE MEETING**  
**September 2, 2010**  
**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. REPORT (5 – 10 minutes max.)**
    - a. Tenure and Evaluation – Jennifer Gross
    - b. Accreditation – Patricia Márquez
    - c. Legislative Liaison – Glenn Haller
  - 5. PRESENTATION**
    - a. OSHER Foundation Matching Scholarship – Dorothy Williams
  - 6. APPROVAL OF MINUTES**
    - a. June 3, 2010 (attachment)
  - 7. ACTION ITEMS**
    - a. AP&P Annual Accomplishments 2009-2010 (attachment)
    - b. Senate Annual Accomplishments 2009-2010 (attachment)
    - c. 2010-2011 Senate Goals (attachment)
    - d. Senate Operating Procedures/Faculty Handbook Revisions (attachment)
  - 8. DISCUSSION ITEMS**
    - a. Early Alert Update – Dorothy Williams
  - 9. SENATE ADMINISTRATIVE BUSINESS**
    - a. Appointments
      - Academic Ranking
        - Jennifer Gross –Assistant Professor to Associate Professor
        - Kenan Shahla – Instructor to Assistant Professor
    - b. Announcements
      - 2010 Fall Plenary Session – November 11-13, 2010 - Anaheim, CA
      - 2011 Vocational Education Leadership Institute – January 27-29, 2011 - Newport Beach, CA
      - 2011 Teaching Institute – February 25-26, 2011 - San Jose, CA
      - 2011 Accreditation Institute – March 18-19, 2011 - Napa, CA
      - 2011 Spring Plenary Session – April 14-16, 2011 - San Francisco, CA
      - 2011 Faculty Leadership Institute – June 16-18, 2011 - Monterey, CA (TBC)
      - 2011 Student Learning Outcomes Institute – July 13, 2011 - San Diego, CA
      - 2011 Curriculum Institute – July 14-16, 2011 - San Diego, CA
- 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. Christos Valiotis, 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 2, 2010  
3:00 p.m. – SSV 151**

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

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

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

- Mr. Valiotis offered a greeting to Senators and welcomed everyone to a new academic year. A new Senator Orientation will be planned for an upcoming Friday afternoon to review the Senate Operating Procedures Handbook and Senate responsibilities.
- Two faculty have been appointed to Statewide Academic Senate Committees. Mr. Scott Lee was appointed to the Counseling and Library Faculty Issues Committee and Ms. Patricia Márquez was appointed to the Educational Policies Committee. Mr. Valiotis expressed his gratitude to these two faculty for their involvement in faculty issues both at the local and state levels.
- The budget situation is better than the previous year. The district has diligently prepared by reducing expenditures anticipating upcoming shortfalls. Fortunately, the district is not operating under the same element of fear or uncertainty as it was in the previous academic year. SPBC is urging campus constituencies to continue to keep budget expenditures at a minimum until the state passes a budget and we learn more about our apportionment for 2010-2011 academic year.
- The new Student Handbook has been posted online to the public web page. The book will no longer be distributed in hardcopy form to students but students can print out pages from the electronic copy. There are two hard copies of the Student Handbook available for student use in the Library.
- Senators were encouraged to solicit faculty teaching Transfer courses to consider serving on the Strategic Planning and Budget Council (SPBC) as a Senate representative to serve a one year term.
- The Accreditation Self Study has been completed but as the visit approaches all faculty must make a conscious effort to understand the processes that occur on campus. The Accreditation process is truly an ongoing opportunity for faculty involvement. Senators need to engage constituent faculty in discussion about the contents within the Accreditation Self-Study Report. The SLO assessment process is an opportunity for faculty to measure what happens in the classroom and it is imperative that assessment data is reported for inclusion into the WEAVE database, because it is essential to our internal planning and budgeting process which is included in our Accreditation report. Senators have the responsibility to lead the way in SLO assessment, and provide a positive example of campus leadership. Faculty must be vigilant on issues of assessment and evaluation to avoid pressures from outside groups.
- Ms. Angela Shaheen was invited to provide a presentation on Community College Students in Madrid, Spain.

**3. OPEN COMMENTS FROM THE PUBLIC**

None

**4. REPORT (5 – 10 minutes max.)**

**a. Tenure and Evaluation – Jennifer Gross**

Ms. Gross indicated the Tenure Evaluation process is moving along accordingly. There are currently thirty-one active committees (1 – second year; 13 – third year; and 17 – fourth year). Orientation meetings were held on September 1, 2010 for team committee members and evaluatees. The next orientation meeting will be held in the fourth week of the semester. All Tenure Evaluation information and forms are posted to the Tenure Review Group in MyAVC. Currently, Ms. Gross is working with Mr. Christos Valiotis, Academic Senate President, Dr. Susan Lowry,

AVCFT President, and Ms. Sharon Lowry, Vice President of Academic Affairs to revise the current Tenure Review Coordinators responsibilities to include coordination of Tenured and Adjunct Faculty members. Currently, there is a need to improve proficiency in evaluating Tenured and Adjunct faculty which necessitates revising the current job description of the Tenure Review Coordinator and possibly updating the Tenure Evaluation Procedure.

**b. Accreditation – Patricia Márquez**

Ms. Márquez reported the Accreditation Self-Study Report required a great deal of work, time, and energy from many campus constituencies. The report clearly demonstrates that we are meeting the requirements in each standard. Ms. Márquez offered her gratitude to Mr. Santi Tafarella for the work he performed as editor and Ms. Gloria Kastner for establishing the report template. Currently, she is organizing and collecting evidence used in the report to support and validate meeting standard requirements. There are nine large plastic bins housing the evidence for each standard. Ms. Márquez reported she is currently working on coordinating opportunities to speak to various campus constituencies in efforts to communicate what to expect prior, during, and after the campus visit. It is imperative for the campus to understand and prepare for the upcoming Accreditation Team visit. She has already coordinated opportunities to attend various campus constituency meetings (i.e. Division, ASO, Senate, SPBC, ASO, Administrative, etc.) to ensure everyone is adequately informed. One of the major components written throughout the report is implementation and establishment of Student Learning Outcomes and Program Learning Outcomes. Faculty need to maintain diligence and ensure they are adequately prepared in this area. In addition, faculty need to understand the cyclical process of how Student Learning Outcome assessment leads to information included in Program Review reports, which then ties into the budgeting process. Faculty should review and commit to understanding the processes that have been established on campus because faculty share a primary role in the decision making processes.

The Accreditation Self-Study Report is posted to the public AVC website and two hard copies have been placed on reserve in the Library. Mr. Stephen Burns will be establishing blogs on the public website to provide opportunities for campus constituencies and community members to read sections of the report that may be of interest. In addition, Mr. Burns will be placing biography information of the visiting team on the AVC website. The Accreditation Team visit has been scheduled for October 18<sup>th</sup> through the 21<sup>st</sup>. The visiting team has been established with the exception of two members. Team members will be assigned specific sections of the report according to their expertise. Each will have read the assigned Self-Study Report section and presented a written report of their initial impression to the team chair prior to arriving on campus. Team members will be visiting classrooms and other campus areas to see what and how AVC operates. There will be two open session opportunities for campus constituencies to speak to team members. One is held in the morning and the other in the afternoon. Campus constituencies need to be aware that the open sessions offered with team members are not meant to be complaint sessions. The open sessions are an opportunity for campus constituencies to discuss the information reported in the Self-Study Report. Additionally, on October 21, 2010 the Team will provide a brief exit report. During this time the team will provide a brief overview of their finding, but will not speak to any recommendations that may be established because the commission has the final authority to determine recommendations. The exit report is not an opportunity to ask questions, as the team will simply provide a brief overview of their finding, acquire their belongings and leave campus. Two weeks after the visit a written report will be forwarded to Dr. Fisher detailing the teams' recommendations and he will have an opportunity to respond to the details of the report with factual information only.

Ms. Márquez stated the 400+ page report required a great deal of work but speaks to the amount of work being performed on campus. She offered her gratitude to everyone involved in assisting in getting this task completed. Mr. Christos Valiotis extended his appreciation on behalf of the

Academic Senate and presented Ms. Márquez and Ms. Kastner with a certificate of appreciation for their dedication and commitment in completing this project.

**c. Legislative Liaison – Glenn Haller**

Dr. Haller reported all legislative bills are sitting on the Governors desk and he doesn't have any indication on how the Governor will decide how to proceed with each bill. At the October Senate meeting he will have more definitive information to report. He provided a brief overview of some of the currently legislative bills that may impact community colleges, such as SB 1143 and SB 1440. Ultimately, the decisions made regarding these bills will be felt upon finalization. Dr. Haller will provide an update on Legislative action in October.

**5. PRESENTATION**

**a. OSHER Foundation Matching Scholarship – Dorothy Williams**

Ms. Dorothy Williams reported the OSHER Foundation Matching Scholarship is a one time opportunity to establish annual endowments for AVC students. The college community needs to engage in a collective effort to raise up to \$475,000.00 in monetary donations to be eligible to collect matching scholarship opportunities for AVC students. However, for every \$13,334.00 dollars raised we can offer a \$1,000.00 scholarship in perpetuity. This has to be a collective campus effort through payroll deductions, fundraising activities, and community partnerships. Ms. Williams has volunteered to be the faculty lead in this effort in order to connect campus constituencies with community members in establishing scholarship opportunities for AVC students. Senators were encouraged to take this information back to division faculty and encourage them to contact her if they are interested in creating a scholarship for their programs. One of the upcoming fundraising opportunities has been tentatively scheduled for October 23, 2010 – Oktoberfest. Ms. Williams stated she is currently looking for assistance in coordinating a wine and cheese social to raise funds to offset Oktoberfest expenses. She encouraged faculty to think creatively and assist her in reaching the goal established to solidify this phenomenal scholarship opportunity. Raising such a significant amount of money will require collaborative and collective efforts of all campus constituencies because the deadline to collect funds is June 2011. Mr. Valiotis stated this is a great opportunity for the campus community and encouraged faculty to consider participating in the payroll deduction program to create a legacy of scholarship opportunities for AVC students.

**6. APPROVAL OF MINUTES**

**a. June 3, 2010 (attachment)**

A motion was made and seconded to approve the June 3, 2010 Academic Senate meeting minutes. Motion carried.

**7. ACTION ITEMS**

**a. AP&P Annual Accomplishments 2009-2010 (attachment)**

A motion was made and seconded to ratify the 2009 – 2010 AP&P Annual Accomplishments. Mr. Valiotis indicated the Senate Executive Committee reviewed and approved the submitted accomplishments during the summer. The approved accomplishments were then forwarded as and informational item to the August 2010 Board of Trustees meeting. Motion carried.

**b. Senate Annual Accomplishments 2009-2010 (attachment)**

A motion was made and seconded to approve the 2009 – 2010 Senate Accomplishments. Mr. Valiotis provided the following explanation for the delay in presenting the 2009 – 2010 Senate Accomplishments. The Senate Executive engaged in discussion regarding modifying the current operational calendar (July to June) due to the large volume of committee/program work being performed and finalized during the spring semester. The Executive Committee agreed to modify the Senate operational calendar starting on the first day of the fall semester, and ending on the

Thursday prior to the scheduled Welcome Back Day. This change will allow faculty leaders an opportunity to use the summer months to finalize committee/program work and begin formulating committee/program goals for the upcoming program year. In addition, faculty leaders will have an opportunity to formulate future goals for committee review, input, and discussion at the beginning of the new program year. Mr. Valiotis recognized the importance of providing committee accomplishments to campus constituencies and indicated the Senate is moving towards the mindset of establishing annual goals to engage in a continual cycle of evaluation as required for Accreditation purposes. Motion carried

**c. 2010-2011 Senate Goals (attachment)**

A motion was made and seconded to approve the 2010 – 2011 Senate Goals. Mr. Valiotis stated the Senate will be establishing annual goals for each academic year and evaluate these goals and modify them as necessary. The proposed goals are not set in stone and revisions to document may be included throughout the year as needed. Any revisions or additions will be communicated to the Senate as an informational item. Senators were encouraged to review the goals and forward any additions or revisions for inclusion to the Senate Office. Motion carried.

**d. Senate Operating Procedures/Faculty Handbook Revisions (attachment)**

A motion was made and seconded to approve the Senate Operating Procedures Handbook revisions. Senators reviewed the proposed changes and requested a minor language revision. Motion carried as amended.

**8. DISCUSSION ITEMS**

**a. Early Alert Update – Dorothy Williams**

Ms. Dorothy Williams provided an Early Alert Program Update. She reported the Chancellor's Office measures student success by how many students successfully pass a course. This data only includes student records that do not include "D's", "F's", "W", and "NC" noncredit. The number of students failing at least one class is approximately 57% and steadily climbing. One way to counteract this statistic is through the Early Alert system. Faculty are able to recommend students who are in jeopardy of failing a course in the 3<sup>rd</sup> through 6<sup>th</sup> week of the semesters. Students in jeopardy need to be captured early in the process to have appropriate time to try to contact students and assist them. Ms. Williams provided a brief overview of the new web based link included in MyAVC for the Early Alert Program. The electronic link will not be activated until the 3<sup>rd</sup> week of the fall/spring semesters and will terminate activity at the end of the 6<sup>th</sup> week of the fall/spring semesters. The new web based system will include drop down menus to provide ease in accessing course information and student roster information. Ms. Williams indicated when faculty select the "confidentiality" button it dramatically reduces the chances of students accepting help and requires staff to dance around the real reason they are being contacted. Faculty should only select this feature when absolutely necessary, because it is imperative for staff to have the freedom to explain the role the Learning Center can play in assisting students in successfully passing the course they have been identified in needing assistance. The Learning Center Referral Form is only available outside the Early Alert Program time period (3<sup>rd</sup>-6<sup>th</sup> week) and is not available electronically. Another option to refer students to the Early Alert Program is through the Advisor Menu which includes a link to enter a student's 900 identification number. Anytime a student is referred to the Early Alert Program the student is contacted by telephone a minimum of three times. If there is no response to these telephone calls an email notification is set to AVC email addresses. The final method of contact is with a letter sent to home addresses. Every effort is made to contact students and the most successful method is contact via telephone because staff can confidentially discuss the various options available at AVC which can assist the student in successfully passing courses. The statistical data of students who seek assistance after being referred to the Learning Center through the Early Alert Program reflect: 1/3 withdraw from the course, 1/3 fail the course, and 1/3 of the student successfully pass the course. Statistical data is maintained in an excel spreadsheet to

track student contact data (telephone attempts, email notification, and when/if a letter was sent). If a student has accepted assistance by participating in the appropriate services offered in the Learning Center the referring faculty is electronically notified indicating the student has received assistance. Faculty should be aware that there are no confidentiality violations occurring when referring a student to the Early Alert Program. The establishment of a program fosters student retention which is mandated by the Chancellor's Office as part of the Matriculation process. Ms. Williams stated the Early Alert Program receives an average of one hundred student referrals each semester and hopes the electronic web capabilities will entice additional faculty to utilize the service to assist their students succeed.

**9. SENATE ADMINISTRATIVE BUSINESS**

**a. Appointments**

- Academic Ranking
  - Jennifer Gross –Assistant Professor to Associate Professor
  - Kenan Shahla – Instructor to Assistant Professor

*A motion was made and seconded to approve the academic ranking appointments. Motion carried.*

**b. Announcements**

- 2010 Fall Plenary Session – November 11-13, 2010 - Anaheim, CA
- 2011 Vocational Education Leadership Institute – January 27-29, 2011 - Newport Beach, CA
- 2011 Teaching Institute – February 25-26, 2011 - San Jose, CA
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**9. ADJOURNMENT**

A motion was made and seconded to adjourn at 4:29 p.m. Motion carried

MEMBERS PRESENT		
Paul Ahad	Mike Hancock	Sandra Robinson
Enrique Camacho	Susan Knapp	Alex Schroer
Ron Chapman	Kathy Moore	Casey Scudmore
Mark Covert	Mike Pesses	Ken Shafer
Luis Echeverria	Berkeley Price	Justin Shores
Glenn Haller	Terry Rezek	Elizabeth Sundberg
Jack Halliday	Van Rider	John Toth
		Christos Valiotis
GUEST PRESENT		
Jennifer Gross	Patricia Marquez	
Susan Lowry	Dorothy Williams	

**Academic Policies & Procedures Committee**  
**2009-2010 Year End Report**  
**Maria Clinton, AP&P Co chair**

**New Credit Course Development**

AP&P reviewed and approved 7 new credit courses.

**Distance Education Courses**

AP&P reviewed and approved 36 distance education courses.

**Credit Course Revisions and Updates . . .**

Revisions: AP&P reviewed and approved 216 revised credit courses; while some revisions were minor (units, LHEs, course descriptions, title/numbers), many involved revising prerequisites or advisories and/or rewriting course content, objectives, assignments, and methods of evaluation.

**New Disciplines**

A new discipline was added to our course listings:

- 1) Environmental Technology

**Obsolete Courses**

As faculty reviewed courses in their disciplines and/or divisions, 45 credit courses were forwarded to AP&P and designated “obsolete”; these courses have been deleted from the 2010-2011 catalog. Six noncredit courses and one DE/online were also designated obsolete.

**Degree and Certificate Programs**

Revised: Vocational Nursing Certificate

**Update from the System Office**

**Noncredit Certificates**

The following Non-Credit certificates were approved by the Chancellor’s Office on December 21 2009.

New:

Certificate 1: Introductory to Basic Math

Certificate 2: Introductory Language Skills

New/Revised: In fall 2009, AP&P reviewed and approved 21 General Education Development (GED) noncredit courses; six non credit certificates of completion in the GED were then submitted for enhanced funding from the System Office.

**Noncredit Certificates**

New:

Certificate 1: Critical Thinking Skills

Certificate 2: Certificate in Writing Proficiency for the GED

Certificate 3: Certificate in Math Proficiency for the GED

Certificate 4: Certificate of Competency in Liberal Arts for the GED

*Still Pending Approval from System Office*

### **Update the CB 21 coding**

The Chancellor's Office requested that all Basic Skills courses be recoded according to the revised CB21 coding format. All of AVC's basic skills courses and ESL courses have been recoded and submitted to the System Office.

### **CurricUNET**

Governet is still working with the AP&P committee in the implementation of the program. It is expected that all necessary updates will be incorporated and that faculty will be able to utilize the program in the fall 2010 semester. CurricUNET will provide 2 on site training days in the fall semester; the dates have not been finalized. The Chancellor's Office has also moved to the CurricUNET online program, and the AP&P co chairs, along with staff attended training sessions from the System Office on the proper submittal process.

### **Disciplines List**

As provided for in Title 5 (Section 53200, Academic and Professional Matters), "the process of placing courses within disciplines must be done by faculty through the Academic Senate" or its designee. The 2009-10 Disciplines List has been updated.

### **Catalog Changes**

At its March 25, 2010 meeting the AP&P committee unanimously approved the following changes to the Attendance Policy.

**When the number of hours a student is absent in a specific course exceed the number of hours the course meets per week, the student may be dropped from the course. If the course is less than sixteen weeks, the faculty will determine at what point the student may be dropped for excessive absences (typically in excess of 1/16<sup>th</sup> of the course has been missed).**

**The attendance policy for tardies and/or leaving class early for each course is established by the instructor and should be stated in writing in the syllabus. At the instructor's discretion, tardies and/or leaving class early may be equated to absence(s). While it is the responsibility of the instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of the students to know the policy in each of their classes and to be aware of their current attendance status.**

Senate approval was granted at the June 3, 2010 meeting.

The AP&P committee unanimously approved the following changes/modifications to the Catalog Rights Policy at the April 22, 2010 meeting.

**Provided that continuous attendance is maintained, AVC students may elect the degree requirements in effect at:**

- 1. The time they entered AVC; or**
- 2. The time they graduate from AVC.**

**A student will lose catalog rights if there is no course notation (Grade, W, I, Pass/No Pass, RD) on the transcript for two consecutive, regular (fall/spring)**



**semesters. Summer and intersession terms cannot be used to establish catalog rights nor to maintain continuous attendance.**

**Once catalog rights are established, absence related to attendance at another accredited institution of higher learning shall not be considered an interruption, providing the absence does not exceed two years.**

**NOTE: The “Catalog Rights Policy” sets forth the criteria used for determining the degree requirements under which students may graduate. New students should check AVC’s online catalog ([www.avc.edu](http://www.avc.edu)) for the most up to date version, which may include changes to academic policies or procedures as a result of new or revised legislation, course prerequisites, or other academic concerns.**

Senate approval was granted at the June 3, 2010 meeting.

The AP&P committee unanimously approved the following changes/modifications to the Mission Statement at the April 22, 2010 meeting

**Under the Mission Statement found on page 8 of the current catalog, place an additional space between the second and third paragraph, and to underline and bold the words, “We Offer” making a clearer distinction:**

Antelope Valley College takes pride in providing a quality, comprehensive education for a diverse community of learners. We are committed to student success, offering value and opportunity to all members of our community.

**We offer:**

*Associate Degree Programs*

Associate degree programs comprised of general education courses, proficiency requirements, designated courses in a specific major or area.

Senate approval was granted at the June 3, 2010 meeting.

**Committee Connections**

AP&P may be the catalyst for curriculum development, but we couldn’t do it alone (nor would we want to). The following committees/offices/people are integral pieces of the curriculum puzzle:

- **Student Learning Outcomes:** Melanie Parker has worked closely with the AP&P committee in providing the necessary information on the SLOs for new courses, revisions and updates to the Course Outline of Record. The SLOs are filed along with their parent COR in the Academic Affairs Office and are tracked on the COR Matrix for easy reference.
- **Distance Education Committee:** Thanks to Richard Balogh and the committee for their continuous support of the faculty at AVC.
- **Program Review:** Thanks to Carol Eastin for her work and updates to program review.
- **Assessment Committee:** Thanks to the committee for their continuous work.
- **Office of Institutional Research:** Thanks to Ted Younglove and Aaron Voelcker for their continued support in the Course Validation Study process for establishing prerequisites across disciplines.

**A Special Thanks to . . .**

Beverly Beyer, Linda Harmon, David Newman and Scott Lee for their help with the never-ending stack of CORs in need of technical reviews.

Dean Maggie Drake for her help and insight with TOP Codes, SAM Codes, and the minutiae of certificate approval.

**A Very Special and Heartfelt Thanks to...**

Melissa Jauregui and Laura Snow. Thanks for their dedication and hard work. They are the backbone and support of this committee.

**The Committee . . .**

The following people comprise the A&PP Committee, and have a long-standing reputation for academic integrity, high standards, and even a sense of humor (once approval has been granted, that is). It is a pleasure to work with each of them:

Linda Harmon—Health Sciences  
David Newby—Visual and Performing Arts  
Beverly Beyer—Business, Computer Studies, and Economic Development  
Scott Lee—Instructional Resources  
Lee Grishman—Articulation Officer  
De’Nean Coleman-Carew—Counseling  
David Newman—Sciences  
Rick Motawakel—Technical Education  
Darcy Wiewall—Social and Behavioral Sciences  
Tooraj Gordi—Mathematics  
Duane Rumsey —Language Arts  
Cynthia Littlefield—Physical Education and Athletics  
Maggie Drake—Dean representing vocational education  
Les Uhazy—Dean representing transfer  
LaDonna Trimble—Dean representing student services

And last but definitely not least, my special thanks to Mrs. Sharon Lowry for her guidance and support.

**Antelope Valley College  
Academic Senate**

**Annual Accomplishments  
June 6<sup>th</sup>, 2009- August 6<sup>th</sup>, 2010**

The 2009-2010 academic school year began for the Academic Senate on June 6, 2009. The summer months were spent preparing for the upcoming academic year. The Senate Executive along with the Senate leadership held retreats to acquaint themselves on the work of the Senate and major issues that needed to be addressed. The major emphasis for this year was the completion of the Accreditation Self Study. We have had several delays throughout the academic year, and unfortunately due to medical reasons Ed Beyer could not complete his term as Accreditation coordinator. Mrs. Patricia Marquez assumed the position and with the help of Santi Tafarella (English Professor) as editor, and Mrs. Gloria Kastner (Academic Senate Office Coordinator) completed the self study that was approved by the Board at the August 2010 meeting.

We continued to work collegially with the administration by participating in the MAC and CC meetings and we established a closer connection with the faculty union by attending the union leadership meetings and inviting union leaders to confer with the senate exec when needed. As usual, we monitor the implementation of the established procedures such as Equivalency, Hiring, Tenure and Evaluation, and Program Review. The new Program Review cycle has been worked out and approved by the board in August.

**Summary:**

1. Updated and Disseminated the Faculty Handbook.
2. Updated and Disseminated the Academic Senate Operating Procedures Handbook.
3. Revised Program Review cycle until 2016.
4. Continued to implement Program Review for non-instructional areas.
5. Initiated and completed the GED program evaluation for determination of the program's fiscal viability. The senate president, the program's faculty and the Institutional Research office worked in analyzing fiscal and enrollment data. The recommendation was to temporarily suspend the program because it is not self sustainable. Another evaluation will begin in the Fall 2011 semester.
6. Is currently leading the effort for reviewing the ILOs within the SPBC ILO review process.
7. Initiated the review for the expansion of the duties of the Tenure and Evaluation Coordinator to include the responsibility for evaluation of tenured full time as well as adjunct faculty.
8. Christos Valiotis actively participated in the development of AVC's WEAVE SLO database and led numerous faculty training sessions.

9. Held the Senate Executive and Leadership Retreat on May 21<sup>st</sup> 2010
10. Held the new senator orientation meeting on August 28<sup>th</sup> 2009.
11. The Matriculation committee worked on clarifying the criteria for priority registration. This work will continue in the 2010-2011 year.
12. John Vento was selected for AVC's Hayward Award Nominee
13. Jackie Lott was selected for AVC's Regina Stanback-Stroud Diversity Award Nominee
14. Approved the establishment of the Early Assessment Program scores as alternative measure for academic placement.
15. Worked with Admissions and Records for clarifying the +/- procedure for transfer grades.
16. David Earle, Anthropology Instructor, selected for 2010-2011 AVC Outstanding Adjunct Award.
17. Carol Eastin, Counselor, selected for 2010-2011 AVC Scholar in Residence Award.
18. Christos Valiotis attended Fall Area C Statewide Academic Senate meeting.
19. Christos Valiotis attended as the AVC voting representative the Fall and Spring State Senate Plenary sessions.
20. Christos Valiotis attended the State senate Leadership Institute in June 2009.
21. Maria Clinton attended the July 2009 and July 2010 Statewide Senate Curriculum Institute.
22. Academic Senate Executive 2009-2010: Christos Valiotis, Academic Senate President; Carolyn Burrell First-Vice President; Jack Halliday, Second-Vice President; Dr. Susan Lowry, Officer-At-Large.
23. Academic Senate Executive 2010-2011: Christos Valiotis, Academic Senate President; John Toth, First-Vice President; Jack Halliday, Second-Vice President; Susan Knapp, Officer-At-Large

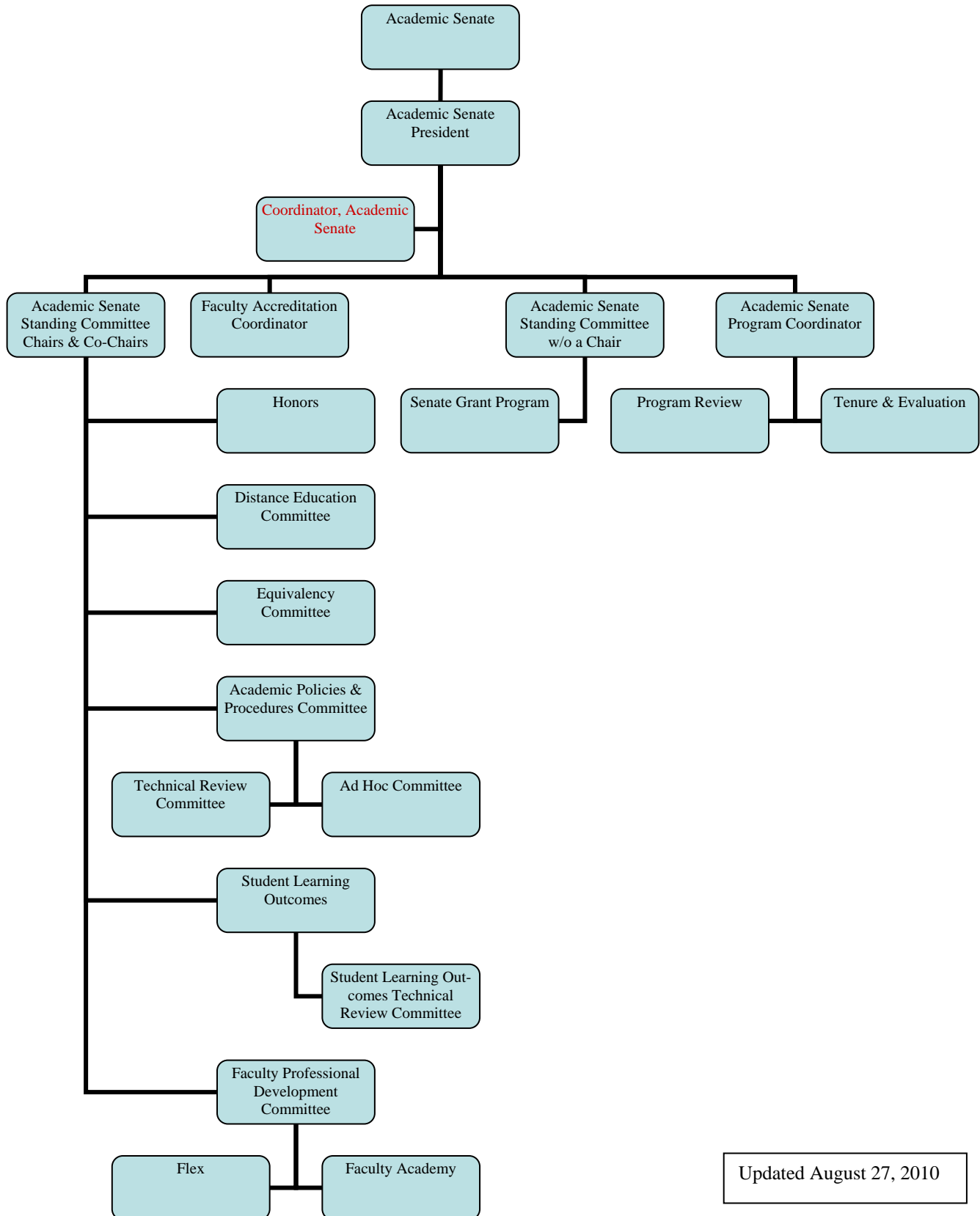
# DRAFT

**ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE  
2010 – 2011 ANNUAL GOALS**

<b>Goal</b>	<b>Timeline</b>
1. Develop and implement summer compensation procedure for academic committee chairs and coordinators	Aug. 2010- Mar. 2011
2. Expand current Tenure and Evaluation procedure to include tenured and adjunct faculty evaluations.	Sep.2010 – Dec.2010
3. Reevaluate the GED program	Sep 2010 – Dec 2010
4. Complete ILO review (SPBC co-chair responsibility)	Oct 2010 – Apr 2011
5. Diversity Goal: Internationalizing the curriculum (work w/Acad Affairs VP) a. Form a Task Force b. Consult with City of Lancaster to recruit Chinese students	Sep 2010 – Jun 2011
6. Implement and evaluate Curicunet (AP&P Committee)	Sep 2010 – Jun 2011
7. Continue the implementation and evaluation of WEAVE (SLO committee): a. Faculty Training on PLOs b. Built Operational Areas entities in WEAVE c. Establish connection between SLO/PLO assessment results and SPBC/EMP processes	Sep 2010 – Aug 2011
8. Evaluation of Basic Skills Initiative efforts. Investigate the efficacy of a Basic Skills Integrated Program. Investigate the feasibility of integrating the BSI and Title V Basic Skills Grant committees.	Sep 2010 – Jun 2010
9. Assist on preparation for accreditation visit, and address any possible issues after we receive the final report.	Aug 2010 - Jun 2011
10. Continue to be involved with the state senate and monitor state policy and legislative issues	Attend the biannual State Senate Plenaries, and Area C meetings.
11. Other??????	



ANTELOPE VALLEY COLLEGE  
Academic Senate Organization Chart



Updated August 27, 2010

## **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~~ **correspondences from the Senate Office.**
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~~ **correspondences from the Senate Office.**
5. The process is now complete and the application is returned to the adjunct faculty member conferring their academic rank.

## REPORTING AND ACCOUNTABILITY GUIDELINES FOR SENATE COMMITTEES, CHAIRS AND COORDINATORS

1. Each senate committee (i.e. AP&P, Faculty Professional Development, Honors, SLO, Distance Education, Senate Grant, Equivalency) needs a clear statement of structure and purpose.
2. Faculty members must be tenured to serve as committee chair or coordinator.
3. ~~Senate Committee Chairs/Coordinators will meet with the Senate Executive Committee twice each semester.~~
4. ~~Senate Committee Chairs/Coordinators~~ In addition, they need to give at least two oral reports to the Senate per semester and a written year-end report to the Senate, Strategic Planning and Budget Council, and the Board of Trustees.
5. Senate committees make decisions autonomously within the scope of their statement of purpose (which is approved by the Senate) but must seek Senate approval for policy changes or changes related to the composition of the committee or selection procedures of committee members or chair/coordinator.
6. In order to serve on Academic Senate, AP&P and be a Senate Representative on hiring committees, faculty must be in their third year of tenure or beyond. Tenured and non-tenured faculty members may serve on other committees.
7. Program Review and Tenure Review Coordinators have the same reporting responsibilities as Senate Committee Chairs, but they will be reporting on process and not on content.
8. On behalf of the Senate Grant Committee, the Academic Senate President will present a summary of recommended Senate grants for action at a Senate meeting.
9. Faculty Accreditation Coordinator has the same reporting responsibilities as Senate Committee Chairs.
10. The Tenure Review Coordinator is accountable first to the Collective Bargaining Agent and secondly to the Senate and Administration for following the Tenure and Evaluation policy and procedures.
11. The Program Review Coordinator is accountable to the Senate and Administration for following the Program Review policy and procedures.
12. Faculty leaders (Senate Executive Committee, Senate Committee Chairs, Faculty Coordinators) will ~~meet informally at least once per semester~~ participate in Senate Leadership Retreats held at the beginning and end of each semester to discuss institutional issues related to their respective leadership roles.
13. Senate Committee Chairs and Coordinators will submit budget proposals to the Senate President to be completed into an annual Academic Senate Budget request to the Vice President of Academic Affairs.