



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE
MEETING AGENDA
October 20, 2016
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. October 6, 2016 (attached)
- 5. REPORTS (5 minutes maximum)**
 - a. Outcomes – Glenn Haller
- 6. ACTION ITEMS**
 - a. By-Laws Update – (attached)
- 7. DISCUSSION ITEMS**
 - a. Discipline Policy – Dr. Erin Vines
 - b. Active Shooter Debrief – Mike Hutchison
 - c. Senate President Term
- 8. INFORMATIONAL ITEMS**
 - a. Appointments
- 9. SENATE ADMINISTRATIVE BUSINESS**
- 10. ANNOUNCEMENTS**

Nov 3-5, 2016	2016 Fall Plenary	Costa Mesa
Feb 17-18, 2017	Accreditation Institute	Napa Valley
May 5-6, 2017	CTE Leadership Institute	San Jose
June 15-17, 2017	2017 Faculty Leadership Institute	Sacramento
July 12-15, 2017	2017 Curriculum Institute	Riverside

11. ADJOURNMENT

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
November 3, 2016 Accreditation – Tina McDermott FPD – Kristine Oliveira	December 1, 2016 AP&P – Darcy Wiewall Outcomes – Glenn Haller
November 17, 2016 Program Review – Carol Eastin DETC – Perry Jehlicka	

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 Dr. Ed Beyer, Academic Senate President, at (661) 722-6306 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.



ANTELOPE VALLEY COLLEGE
Academic Senate Meeting - Minutes
October 20, 2016
3:00 p.m. – 4:30 p.m.
L-201

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

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:03 p.m. by Dr. Irit Gat.

(See attached Roll Call Sheet for a list of attendees.)

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Dr. Irit Gat stated that she just returned from two conferences. One was on the State-wide scorecard and discussions on making it more understandable data and the possibility of consolidating the data. Stated that she has some reading material if anyone is interested. Stated she went to the Regional Meeting and that she would not be at the next Academic Senate meeting and that Dr. Susan Lowry would be leading that meeting. Stated that she received an e-mail from Dr. Bonnie Suderman asking if faculty would be interested in participating in a “textbook” grant and that 2-3 faculty members are needed. She stated that there would be a “zero cost textbook” webinar on November 14th from 12-1 p.m. if anyone is interested to contact Dr. Suderman directly. Stated that it was time for her to send out the call for Scholar in Residence and encouraged everyone to nominate.

3. OPEN COMMENTS FROM THE PUBLIC

There were no comments from the public.

4. APPROVAL OF MINUTES

a. October 6, 2016 (attached)

A motion was made to approve the October 6, 2016 minutes, with a minor revision, by Dr. Susan Lowry and seconded by Jack Halliday, motion carried with two abstentions. (See attached Roll Call Sheet for voting details.)

5. REPORTS (5 minutes maximum)

a. Outcomes – Glenn Haller

Dr. Glenn Haller reviewed the goals for 2016-2017 for the Outcomes Committee, WEAVE Replacement, and Accreditation. Discussion on Information Competency to the SLOs and PLOs and that the committee will wait for the report from accreditation before addressing. Dr. Glenn Haller stated that other recommendations included updating of the Outcomes handbook and other manuals/information sources and to finish the mapping of the PLOs to SLOs and to ILOs. Stated that the committee wasn't sure as to where the reorganization of the Outcomes Committee is currently at, some discussion ensued and it was decided to bring to the next College Coordinating Council meeting for discussion and approval.

6. ACTION ITEMS

a. By-Laws Update – (attached)

Dr. Glenn Haller stated that the approval is for the ability to work on the by-laws and not the ratification. Some discussion on when agenda items are submitted for Senate Meetings and possible language change. *A motion was made to approve the Bylaws Update, by Jack Halliday and seconded by Dr. Susan Lowry, motion carried with two abstentions. (See attached Roll Call Sheet for voting details.)*

7. DISCUSSION ITEMS

a. Discipline Policy – Dr. Erin Vines

Dr. Erin Vines and Crystal Ellis provided the process for discipline, an overview of the BIT report, plagiarism and the plagiarism workshop and holds on student's account. Stated that if a student does not take care of what is expected of them, then there is a hold on the student's account. Some discussion on how the faculty gets notified, the process and email notifications. It was suggested to e-mail Dr. Vines and Crystal with questions regarding follow up of a student's discipline, that when receiving an e-mail from Crystal, to not “reply all” and that to please fill out the BIT form online at: <https://www.avc.edu/administration/vpstudentserv/bitdr>. There was some discussion as to key words to use when filling out the form and to notify the Dean. Crystal stated that the code “AW” is a hold on the student's account, but that an “AX” hold means that the student is banned from the campus. Crystal

stated that in 2012-2013 school year, there were 52 discipline cases, 2013-2014 there were 96 discipline cases, 2014-2015 there were 120 discipline cases and that from August of this year until October 20th, there is 56 discipline cases. It was stated that all cases are kept very confidential.

b. Active Shooter Debrief – Mike Hutchison

Dr. Irit Gat read an e-mail, from President, Ed Knudson, regarding concerns from the lockdown. Mike Hutchison is on the Safety Committee and shared some debrief notes from the recent lockdown and workarounds that have been put in place. Some discussion on using network notifications from the computer, shelter in place vs. lockdown procedures, various buildings that were not locked and phone system to ring classrooms for notification. Mike encouraged everyone to e-mail him with concerns so that the Safety Committee may address.

c. Senate President Term

Dr. Susan Lowry stated that the past couple of Senate Presidents have not been able to carry out their full 3 year term. She suggested that maybe moving back to a 2 year term or elect a Vice President, have them learn the job or shadow the current President. There was some discussion on the serving terms for AP & P, for Senate Exec and that each Senator take it back to their divisions, get feedback from their constituent group and bring it back to the November 3rd meeting for further discussion.

8. INFORMATIONAL ITEMS

a. Appointments

9. SENATE ADMINISTRATIVE BUSINESS

There was no discussion.

10. ANNOUNCEMENTS

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11. ADJOURNMENT

The meeting was adjourned at 4:30 p.m. by Dr. Irit Gat.

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Academic Senate Meeting: October 20, 2016					
				4a Approval of 10.6.16 Minutes	6.a By-Laws Update
Representative	Present	Proxy	Present	Y/N/A	Y/N/A
Bowen, Jason	ABSENT			Y	Y
Burrell, Carolyn	X			Y	Y
Christopher, Violet	X			Y	Y
Flores-Kagan, Diane	X			Y	Y
Fuller, Rosa	X			Y	A
Gat, Irit	X			Y	Y
Ginosian, Dezdemonia	X			Y	Y
Haller, Glenn	X			Y	Y
Halliday, Jack	X			2Y	1Y
Harper, Jessica	X			Y	Y
Jaffe, Matthew	X			Y	Y
Karlstein, Lisa	X			Y	Y
Knapp, Susan	X			A	Y
Leighton, Jonet	X			Y	Y
Lowry, Susan	X			1Y	2Y
Mitchell, Kathryn	X			Y	Y
Motawakel, Rick	X			Y	Y
Palmetto-DeSpain, Tamira	X			Y	Y
Rao, Harish	X			Y	Y
Rezek, Terry	X			Y	Y
Rider, Van	X			Y	Y
Shafer, Ken	ABSENT	Leslie Baker	X	A	A
Snyder, Susan	ABSENT	Rona Brynin	X	Y	Y
Sundberg, Liz	ABSENT	Bonnie Curry	X	Y	Y
Veres, Larry	ABSENT			Y	Y

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

VICE PRESIDENT DUTIES

B401.1.6 Review, maintain and update the Senate Faculty Handbook in consultation with the Senate Executive Committee.

FIRST EXECUTIVE OFFICER DUTIES

B402.1.1 Review and maintain the Constitution and Bylaws in consultation with the Senate Executive Committee and the Legislative Liaison.

PROCEDURES FOR SENATE MEETINGS

B102.4 Procedures for All Meetings

B102.4.1 Agendas

B102.4.1.1 Items to be placed on the agenda for the next Senate Meeting shall be called for immediately after the previous Senate Meeting.

B102.4.1.2 Items shall be due to the Executive Committee no later than the scheduled time of the Executive Committee meeting prior to the next Senate Meeting.

B102.4.1.3 Only those with a position on the Senate or an Ex-Officio member may ask the Executive Committee that an item be placed on the agenda. Others wishing to place an agenda item must do so through a person with a Senate position as defined in §4.4.1 of the Constitution.

B102.4.1.4 The Senate President has final say as to what will be placed on the agenda unless specified otherwise by the Constitution or the Bylaws

B102.4.2 Motions

B102.4.2.1 Only voting members of the Senate may make or second motions for Senate action.

B102.4.2.2 The presiding officer may not make or second motions.

B102.4.3 Voting

B102.4.3.1 The presiding officer shall not vote on any motion with the exception of casting the deciding vote in case of a tie on the motion

PROCEDURES FOR STANDING COMMITTEE MEETINGS

B202.5 Meeting Procedures

B202.5.1 Agendas

B202.5.1.1 Items to be placed on the agenda for the next Standing Committee meeting shall be called for immediately after the previous Standing Committee meeting.

B202.5.1.2 Items shall be due to the Chair, Co-Chairs or Coordinator no later than the day before the agenda must be made public.

B202.5.1.3 The Chair, Faculty Co-Chair or Coordinator shall have the final say as to what will be placed on the agenda.

B202.5.1.4 All meetings must open with an approval of the agenda by simple majority.

B202.5.1.4.1 Any proposed additions to the agenda must be approved by a two-thirds vote of voting members present.

B202.5.1.4.2 After the agenda is approved there can be no additions made to the agenda.

B202.5.2 Motions

B202.5.2.1 Only voting members of the Standing Committee may make or second motions for the Committee's action.

B202.5.2.2 The Chair, Co-Chairs or Coordinator may not make or second motions.

B202.5.3 Voting

B202.5.3.1 The Chair, Co-Chairs or Coordinator shall not vote on any motion with the exception of casting the deciding vote in case of a tie on the motion.

B202.5.3.1.1 In the case of Co-Chairs, the Faculty Co-Chair shall cast the deciding vote in case of a tie.

B204.3 Should a Representative from any Standing Committee miss two consecutive meetings without proxy, the position shall be considered vacant.

B204.3.1 Upon the determination of a vacancy, the Chair, Faculty co-Chair or Coordinator shall immediately contact the Senate President of this fact.

B204.3.2 The Senate President shall then make a call to fill the vacancy in accordance with Bylaws §B204.2