



# College Coordinating Council Meeting

February 24, 2021  
9:30 a.m. – 10:30 a.m.

**Type of Meeting:** Regular  
**Note Taker:** Patty McClure, Megan Aceves  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**  
Van Rider, Academic Senate  
Cameron Zappetta ASO  
Bridget Cook, General Counsel – **CHAIR**  
Pamela Ford, Classified Union  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union  
Isabelle Saber, Vice President of Academic  
Jenn Burchett, Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of January 13, 2021.	All		
II. Constituent Reports	All		
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. AP 3100 – Organizational Structure	Erin	1 minute	
IV. AP 3725 – Information and Communications Technology Accessibility & Acceptable Use	Bridget	1 minute	
V. BP/AP 4235 – Credit for Prior Learning	Isabelle	1 minute	
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: March 10, 2021</b>			

### Zoom Meeting Information

<https://avc.zoom.us/j/94374502230?pwd=c1VUU0xlQnZpaURMS2tUk9Nc1c3dz09>

Meeting ID: 943 7450 2230

Passcode: 696208

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Meeting ID: 943 7450 2230

Find your local number: <https://avc.zoom.us/j/ab1TBuYKyN>



# College Coordinating Council Minutes

January 13, 2021  
9:30 a.m. – 10:30 a.m.

**Type of Meeting:** Regular  
**Note Taker:** Patty McClure, Megan Aceves  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**

Van Rider, Academic Senate - **ABSENT**  
Cameron Zappetta ASO  
Bridget Cook, General Counsel – **CHAIR**  
Pamela Ford, Classified Union - **ABSENT**  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union  
Isabelle Saber, Vice President of Academic  
Jenn Burchett, Vice President of Human Resources - **ABSENT**  
Dr. Erin Vines, Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of December 9, 2020.	All		The minutes were approved as presented.
II. Constituent Reports	All		There were no reports.
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. AP 5040 – Student Records	Erin	10 minutes	There was some discussion on the General Counsel reference, and was agreed to go out for constituent review and bring back to another meeting.
IV. BP & AP 5700 – Intercollegiate Athletics	Erin	10 minutes	There was some discussion on formatting and use of binary gender references. Dr. Vines stated that the gender reference has not been changed throughout the state. It was agreed to go forward to the February 8, 2021 Board Meeting
V. BP & AP 2435 – Evaluation of Superintendent/President	Bridget	3 minutes	There was some discussion on formatting, but agreed to go forward to the February 8, 2021 Board Meeting.
<b>FUTURE AGENDA ITEMS:</b>			

<b>NEXT MEETING DATE: January 27, 2021</b>			There was some discussion regarding canceling meetings if there are only a few items to discuss and also being mindful to not allow agendas to get too large.
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**Join Zoom Meeting**

<https://avc.zoom.us/j/94080886131?pwd=a0lmQkF1dzVKSGJFbIR3dTQ1L3lwUT09>

Meeting ID: 940 8088 6131

Passcode: 875024

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Meeting ID: 940 8088 6131

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## AP 3100 Organizational Structure

### References:

Education Code Section 72400;  
Title 5, Section 53200

The District's organizational structure shall be:

### 3100.1 ORGANIZATIONAL DIVISIONS, DEPARTMENTS AND OFFICES

(See Appendix I – Organizational Charts)

### 3100.2 President's Executive Council-Level Administration

President's Executive Council level administration consists of those officials and functions that control the organization and operation of the college system, or employees whose responsibilities extend over a major administrative division of the college.

In the Antelope Valley Community College District, President's Executive Council-level administration shall consist of the President; Vice President Academic Affairs; Vice President Student Services, Vice President of Human Resources and Employee Relations; **Vice President of Administrative Services**, Executive Director of ~~Business Services~~ of Fiscal and Financial Services; **Executive Director of General Services**, Executive Director of Information Technology Services, Executive Director of Facilities; Dean of Institutional Effectiveness, Research and Planning; Executive Director of Marketing and Public Information , ~~and~~ Executive Director of the Foundation, **Internal Auditor and General Counsel**.

### 3100.3 Line of Responsibility (Education Code Section 70902)

Each District employee shall be responsible to the Board of Trustees through the Superintendent/President. Supervision of District employees shall be exercised by personnel to whom such responsibility has been specifically delegated.

District personnel shall refer matters requiring administration action to the administrative officer having immediate responsibility of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority if circumstances warrant.



All District employees have the right to appeal any decision made by an administrative officer to the next higher authority and, through appropriate successive steps, to the Board of Trustees.

### **3100.4 President's Executive Council**

#### **Purpose**

It is the desire of the Board of Trustees that democratic working relationships be maintained among the personnel of the administrative staff, and to maintain a free flow of communications involving College Administration and District employees.

#### **Meetings**

Regular meetings shall be held at periodic intervals as determined by the Superintendent/President. The Superintendent/President may also call special meetings as conditions may warrant.

#### **Responsibilities**

The President's Executive Council shall function in an advisory capacity to the Superintendent/President on matters related to District policies, administrative problems, collective bargaining issues or any issue related to the District's education program or school operation.

The President's Executive Council shall also serve as a channel of communication in the administrative organization of the District.

### **3100.6 Administrative Council**

In an endeavor to promote communications with middle management and supervisory officials, the Superintendent/President may establish an Administrative Council whose membership shall consist of management personnel.

The responsibilities of the Administrative Council shall be communication and operation.

Meetings shall be held at the discretion of the Superintendent/President.

## **PROCEDURE FOR CHANGING THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE**

This procedure describes the organizational units at Antelope Valley College, which persons or groups can initiate a review of the current organizational structure, the steps for reaching recommendations for proposed changes, and who has the authority to



implement proposed changes. The goal of such reviews shall be to improve efficiency and/or cost effectiveness of services, programs, learning outcomes or operational outcomes:

**A. Organizational Units:** Antelope Valley College is organized into four (4) structural levels.

1. **College**
2. **Offices:** Superintendent/President; Academic Affairs; Human Resources and Employee Relations; Business Services; Information Technology Services; Marketing & Public Information; Facilities; Institutional Effectiveness, Research and Planning; AVC Foundation; **Student Services; General Counsel and Internal Audit.**
3. **Areas/Divisions:** (these synonymous terms for subdivisions of offices are used for instructional divisions and non-instructional areas, e.g. Health Sciences Division.
4. **Departments** (subdivisions of areas/divisions)

**B. Initiation of a review**

1. The Superintendent/President may initiate a review of any of the organizational units.
2. The College Coordinating Council (CCC) and Strategic Planning Committee may request a review of any organizational unit by sending a request for a review to the Superintendent/President.
3. The administrative head of any office, area/division, or department may request a review for his/her own organizational unit by sending a request for a review to the Superintendent/President through the administrative structure.
4. All requests for a review must be in writing and state the rationale and provide data that support the goals of such reviews.
5. The Superintendent/President will inform the President's Executive Council and CCC of any requests for a review.
6. The Superintendent/President has the final authority to initiate a review of an organizational unit.
7. The Superintendent/President will initiate a review by sending a memo to notify all constituencies that a review is being implemented. This memo will appoint an administrator to oversee the review, set forth the rationale and data that justify the review, and establish a timeline for the formulation of proposed changes.



## **C. Process for proposing organizational changes**

### **Intra-divisional changes**

Intra-divisional Academic department re-organization will be completed within the division, with approval of the majority of the faculty in the division, the division dean, and the Vice President overseeing the division. Information of the change and the rationalization will be provided to the Academic Senate for information only.

### **Other organizational changes**

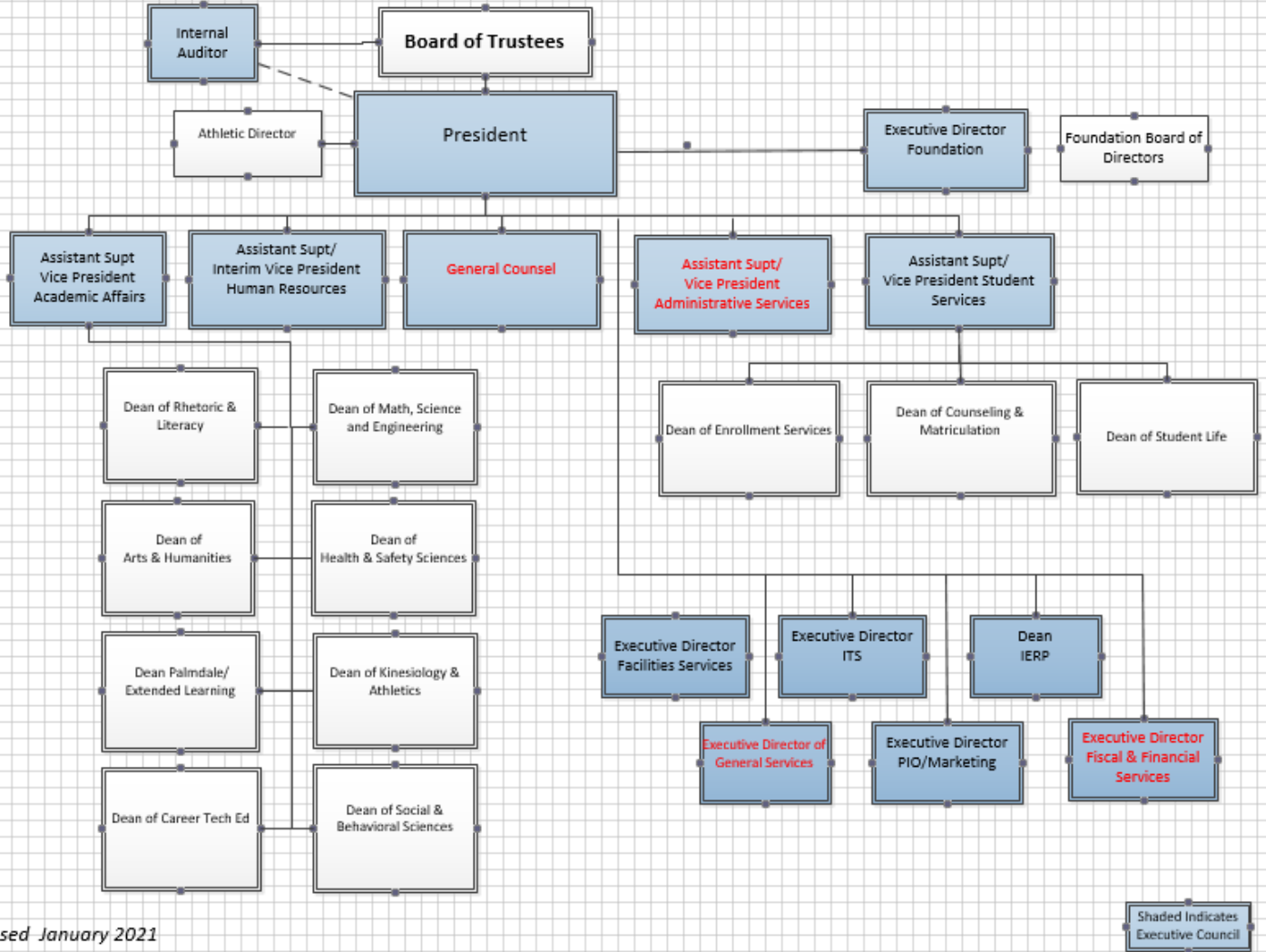
1. The administrator in charge of the review will solicit input from all employees in the organizational unit(s) affected by the review, including any not identified in the initial review that might be impacted as a result of proposed changes.
2. Based on this input, the administrator will formulate proposed changes through dialogue/discussion with the affected organizational units.
3. A written summary of the proposed changes will go out to the entire campus allowing two (2) weeks for discussion. During that period, administrators and employees should evaluate any adverse impact that might arise from the proposed change.
4. The campus community will give input/feedback to the administrator overseeing the review.
5. The administrator overseeing the review will present the proposed changes and a summary of campus feedback to CCC for discussion.
6. The Superintendent/President will make the final decision on proposed changes based on feedback from the campus community and the discussion at CCC.
7. This final version of the proposed changes will go out to the entire campus for discussion/feedback for at least one (1) week.
8. The Superintendent/President will take the final changes to the Board of Trustees for information.
9. The Superintendent/President will communicate the final changes to the appropriate vice presidents, deans, directors, and employees and follow up with implementation.

Approved: 11/7/05  
Revised: 10/9/06  
Revised: 4/9/07  
Revised: 6/11/07  
Revised: 6/14/10  
Revised: 11/14/16  
Revised: 5/8/17  
Revised: 12/9/19





# Antelope Valley College General Organizational Chart





## **AP 3725 Information and Communications Technology Accessibility & Acceptable Use**

### **References:**

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);  
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq.;  
Web Content Accessibility Guidelines (WCAG) 2.01 AA

### **Definitions**

The following definitions apply to this procedure:

**Accessible:** An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

**Equally Effective:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

**Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

**Information and Communication Technology (ICT):** Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well



as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

**Digital Materials:** Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

**Timely:** As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

### **ICT and Digital Material Accessibility Standard Statement**

The District is committed to ensuring equal access to all materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District and all employees will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973, and in compliance with WCAG 2.01 AA standards by:

- Developing, procuring and/or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Procuring, using, and maintaining instructional materials and ICT that is consistent with this Standard;
- Requiring development and/or production of accessible materials in support of work product(s) for all instructional, professional development, and distributed materials; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, procuring, or maintaining electronic content and applications.

Ensuring equal access of effective Instructional Materials and ICT, for our students and our community, is the responsibility of all District administrators, faculty, and staff. Under the federal statute, penalties could result in fines up to \$150,000 per violation<sup>1</sup>. Failure to comply may result in progressive disciplinary action, up to and including termination.

Adopted: 10/12/20

Revised: 3/8/21

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<sup>1</sup> [https://www.ada.gov/civil\\_penalties\\_2014.htm](https://www.ada.gov/civil_penalties_2014.htm)



## BP 4235 ~~Credit by Examination~~ for Prior Learning

### Reference:

Title 5, Section 55050

~~Credit may be earned by~~ Credit for Prior Learning may be earned for eligible courses approved by the district for students who satisfactorily pass authorized examinations. Authorized assessments may include the evaluation of approved external examinations, Joint Service Transcripts, student-centered portfolios, and credit by examination. The ~~College~~ Superintendent/President shall ~~establish administrative procedures to implement this policy~~ consult with the Academic Senate and rely primarily on the recommendations of the Academic Senate to establish administrative procedures to implement this Board Policy.

~~See Administrative Procedure #4235~~ Also see AP 4235 ~~Credit by Examination for~~ Prior Learning.

Adopted: 2/6/06  
Revised: 5/12/08  
~~Revised: 12/9/19~~  
Revised:



## AP 4235 ~~Credit by Examination~~ for Prior Learning

### References:

Education Code Section 79500; 66025.71, 66700, 70901, 70901 and 70902  
Title 5, Sections 55050, ~~and~~ 55052, 55002, 55023, 55021, and 55025,

~~Credit by Examination may be obtained by one of the following methods:~~

- ~~• Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.~~
- ~~• Achievement of a score that qualifies for credit by examination in the College Level Examination Program. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.~~
- ~~• Credit by satisfactory completion of an AVC Course Proficiency Exam administered by the college in lieu of completion of a course listed in the college catalog. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.~~

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the district
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog



## Determination of Eligibility ~~to take an AVC Course Proficiency Exam~~ for Credit for Prior Learning

- The student must be ~~currently registered in the college and~~ in good standing in the district.
- ~~The course is listed in the college catalog.~~
- ~~Antelope Valley College faculty have designated the course as one that may be challenged by examination.~~
- The student must have previously earned credit or noncredit from the district or be currently registered
- in the district
- Current students must have an education plan on file
- The course is listed in the current college catalog
- The student is not currently enrolled in the course to be challenged
- Previously transcribed courses are ineligible
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the ~~twelve~~ (12) semester hours of credit in residence required for an Associate's degree.

~~A student's academic record clearly indicates that the credit was earned by examination by an annotation of (CHL).~~

~~The results of the challenge exam, with grade and grade points, are entered upon the student's academic record. No record will be made if a student receives a failing grade on a challenge exam.~~

~~A student may apply up to forty-eight (48) units earned by credit by examination to the Associate degree. A student cannot earn credit by examination for courses in which they are currently enrolled.~~

~~Students desiring to challenge a course by examination should submit a petition to the Office~~



~~of Admissions & Records before the end of the fourth (4<sup>th</sup>) week of the semester.~~

~~Challenge examinations must be completed by the seventh (7<sup>th</sup>) week of the semester.~~

#### Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with AP 4230 Grading and Academic Record Symbols
- Students shall be offered a “Pass/No Pass” option, in accordance with AP 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

#### Transcription of Credit for Prior Learning

- The student’s academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

#### Advanced Placement

- See AP 4236 Advanced Placement Credit

#### International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a district approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Transcript Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the district’s IB equivalency guide

#### College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Transcript Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district’s CLEP Equivalency Guide



## Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Office
- Official transcripts must be on file in the Transcript Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army an American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline

## Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Office
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
  - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
  - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Vice President of Academic Affairs Office to be kept on file and recorded on the student transcript





## Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Office
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions & Records Office to be kept on file and recorded on the student transcript

## Credit by Examination from Within the District

The department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The district will award college course credit for successful completion of a district examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program
- Credit by satisfactory completion of an examination administered by the district in lieu of completion of a course listed in the Antelope Valley College Catalog



### **The District Credit by Examination Process**

In order to permit students to demonstrate that they have met the objectives of a course through experience in the workplace, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by

Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

### **The Credit by Examination Procedures**

- Student shall complete the Credit for Prior Learning assessment petition available in Counseling.
- Student meets with the department chair or faculty designee further instructions for Credit by Examination
- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions & Records Office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years

Office of Primary Responsibility: Vice President of Academic Affairs

Also see BP 4235 Credit by Examination and AP 4236 Advanced Placement Credit.

Approved: 2/6/06  
Revised: 4/14/08  
Revised: 5/14/18  
Revised: 12/9/19  
Revised: