



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
AGENDA
May 19, 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. May 5, 2016 Senate Meeting (attachment)
 - b. Attendance/Voting Sheet - March 17, 2016 Senate Meeting (attachment)
 - c. Attendance/Voting Sheet - April 21, 2016 Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
 - a. Program Review – Carol Eastin
 - b. FPDC – Kathryn Mitchell
 - c. DETC – Perry Jehlicka
6. DISCUSSION ITEMS
 - a. President Ed Knudson – Summer Activities
 - b. Learning Management System (LMS) Evaluation - Perry Jehlicka, Rick Shaw
 - c. Introduction of Law Scholars Committee as Senate Sub-Committee – Tim Lynskey, Dexter Cummins, Dr. Nancy Bednar, Rosa Fuller (attachment)
 - d. Senate Representation – Reorganization
7. ACTION ITEMS
 - a. Tenure Review Committees
 - 1) Ann Volk (Nutrition & Foods) - Math
 - 2) Dr. Irit Gat (Psychology) - Accounting
 - 3) Carolyn Burrell (Library Science) - Communication
 - 4) Darcel Jarrett-Bowles (EOPS Counseling) - Nursing
 - 5) Bassam Salameh (Math & Science) - Nursing
8. INFORMATIONAL ITEMS
 - a. Equivalency Review
 - Chinese
 - German (to be provided)
 - Marketing
 - Accounting
 - b. [Board Policies and Administrative Procedures for Review](#)
 - AP 3515 Reporting of Crimes
 - AP 7150 Evaluation Draft
 - AP 7343 Industrial Accidents and Illness Leave
 - AP 7700 Whistleblower Protection

9. ANNOUNCEMENTS

June 9-11, 2016	2016 Faculty Leadership Institute	Mission Inn, Riverside
July 7-9, 2016	2016 Curriculum Institute	Double Tree Hilton - Anaheim

10. ADJOURNMENT

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
March 3, 2015	March 17, 2016 Program Review – Carol Eastin Accreditation Committee – Tina McDermott FPDC - Kathryn Mitchell
April 21, 2016 AP&P – Dr. Darcy Wiewall	May 5, 2016 Honors Program Committee – John Vento
May 19, 2016 Program Review – Carol Eastin FPDC – Kathryn Mitchell DETC – Perry Jehlicka	

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
MINUTES
May 19, 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 3:00 P.M.
2. OPENING COMMENTS FROM THE SENATE PRESIDENT
 - An annual review of Institutional Set Standards is a current topic of discussion.
 - Foundation Scholarship Meet & Greet Breakfast was held today; great students, nice event.
 - Welcome to Violet Christopher, new Adjunct Representative.
3. OPEN COMMENTS FROM THE PUBLIC
 - Dr. Susan Lowry asked members to update online committee lists, including terms. She will distribute a memo and also address at College Coordinating Council (CCC).
 - Dr. Irit Gat distributed donation forms for the foundation Faculty Recognition fund.
 - Mr. Larry Veres expressed his admiration and appreciation for faculty he has worked with for the last five years. He thanked the senators who supported his nomination for the Outstanding Adjunct award.
4. APPROVAL OF MINUTES
 - a. May 5, 2016 Senate Meeting (attachment)
*A motion was made by Dr. Zia Nisani and seconded by Mr. Larry Veres to approve minutes of the May 5, 2016 Academic Senate meeting.
Motion carried with one (1) abstention.*
 - b. Attendance/Voting Sheet - March 17, 2016 Senate Meeting (attachment)
*A motion was made by Ms. Rosa Fuller and seconded by Dr. Jessica Harper to approve the voting/attendance sheet for the March 17, 2016 meeting.
Motion carried with one (1) abstention.*
 - c. Attendance/Voting Sheet - April 21, 2016 Senate Meeting (attachment)
*A motion was made by Dr. Jessica Harper and seconded by Dr. Zia Nisani to approve the voting/attendance sheet for the April 21, 2016 Academic Senate meeting.
Motion carried with one (1) abstention.*
5. REPORTS (5 minutes maximum)
 - a. Program Review – Carol Eastin
Ms. Carol Eastin presented the Program Review report - see attachment. She thanked faculty for a great job and asked senators to remind colleagues to submit any outstanding reports. 25% of annual update reports due in March 2016 are missing.
 - b. Faculty Professional Development Committee (FPDC) – Kathryn Mitchell
Ms. Kathryn Mitchell presented the Faculty Professional Development Committee report - see attachment. The committee studied flex programs and obligation hours at other campuses, held a forum and surveyed faculty seeking input regarding flex obligation hours. A recent survey brought 31 responses: 22 preferred 48-60 hours; 8 preferred 24 hours. One adjunct response was without opinion. The FPDC recommends a 48 hour obligation that will likely slide to 60, as her understanding is the district is not offering 48.

Approved: Academic Senate Meeting of June 2, 2016

- c. Distance Education & Technology Committee (DETC) – Perry Jehlicka
Mr. Perry Jehlicka presented the Distance Education and Technology report - see attachment.
- DETC is finalizing a guidelines, policies & procedures handbook for distance education for teaching online. The handbook will be presented to the senate at the June 2, 2016 meeting.
 - DETC presented AP&P the idea of adding *blended* classes. The recommendation was approved.
 - The Blackboard Learning Management System (LMS) contract ends in August 2017. DETC has presented faculty with two options for the new contract: *Canvas* and *Blackboard*. As an Online Education Initiative campus (OEI), the recommendation is *Canvas*. Blackboard will not come to campus to for a formal presentation to faculty. *Canvas* will conduct a live WebEx on Monday, May 23, 2016, 10:30 a.m. - noon, in BE-123. Reference: email from Rick Shaw on May 17, 2016. DETC is soliciting feedback via [survey](#), as well as feedback from senators. Mr. Jehlicka will address the senate at the June 2, 2016 to present the formal DETC recommendation.

6. DISCUSSION ITEMS

a. President Ed Knudson – Summer Activities

Brief Update during summer:

- Working on common assessment measurement with state, which includes faculty developing some cut scores
- Nancy Masters will move to senate office over summer.
- Currently reviewing the need for temporary space - considering the pad by CSUB.
- The Accreditation Self Study will be presented for approval at June Board meeting. Review and make comments for consideration.
- The Educational Master Plan will be going to the Board in June. President Knudson thanked senators and faculty for input and support through the Strategic Planning group.
- Review the [Facilities Master Plan](#) published online - it will be presented to the Board in September. Replacing old facilities with manageable new ones.
- Constructing a bond resolution for consideration at the June meeting. The election is in November if board approves. It appears the High School district may be doing the same.
- The capital bond election statewide would allot \$2 billion for community colleges.
- The all-college retreat, a 4-hour work session, will be held on Friday, September 30, 2016 at the Hellenic Center.
- The Accreditation site visit will be October 3-6, 2016. President Knudson asked all to keep calendars clean in order to be available to the site visit team.
- BP2510 and AP2510 *Participation in Local Decision Making* will be out for review - could take all of fall semester to complete.
- Final plans for the Palmdale Center are expected on Friday, June 10. Construction can start almost immediately. A media event will be held on June 17, 2016. On tract to offer classes spring 2017.
- Working with the regional airport to begin the 8-week training program. Cohorts of 25 students receive 320 hours of instruction in 8 weeks; two groups per semester - day and evening = 50 students per semester to help meet the industry need of 350-600 engineers per year. First class just finished - 19 hired at Northrop at \$18 per hour.
- Fox Field surveyed – AVC has the first opportunity to take over the air museum at Fox Field. The airport will tear down building to accommodate our programs. Plans include (2) modular classrooms, offices, air conditioning, restroom, etc.

Approved: Academic Senate Meeting of June 2, 2016

- President Knudson distributed a *Flex Calendar Factsheet* - see attachment. In 2006 and 2007 he was part of the discussion group as the concept paper for the flexible calendar was created.
 - Orientation for adjunct faculty is Tuesday, August 16, New Faculty Orientation will be held that week. Opening Day Friday, August 19 - preference given to full time employees in the theatre Friday morning. Will invite adjuncts to come to bbq and workshops in the afternoon.
 - When you hear things on campus please come to the source and ask the question, even if uncomfortable.
 - Founders Day BBQ in Fine Arts quad on September 10; trying to create a community event – inviting all AVC alums.
 - The Accrediting Commission for Community and Junior Colleges (ACCJC) has intruded on requirements for the bachelor's program. The number of units and the minimum qualifications for teaching in the BA programs were approved and adopted by the Board of Governors and formalized in a handbook. The ACCJC came out with a whole different set that does not allow for equivalency in faculty. Trying to get the attention of ACCJC to have a discussion. Working on a conference call for next week. President Knudson and 10 other CEOs will address the ACCJC during open session at the June 10 ACCJC meeting.
 - 2,662 degrees and certificates applied for. About 10% more than last year.
- b. Learning Management System (LMS) Evaluation - Perry Jehlicka, Rick Shaw
- Distance Education Handbook to be distributed soon
 - Presented blended classes to AP&P - 3 types of online courses; approved at last AP&P meeting. Three types of online learning:
 - fully online
 - hybrid
 - blended
 - Evaluating Learning Management System: 2 final contenders: Blackboard vs. Canvas. Canvas will present WebEx on Monday, May 23; demo published online. Faculty to review and respond to survey, and may report feedback to senators for further discussion and action at June 2, 2016 senate meeting. Goal is to give IT one year for training and implementation.
- c. Introduction of Law Scholars Committee as Senate Sub-Committee – Tim Lynskey, Dexter Cummins, Dr. Nancy Bednar, Rosa Fuller (attachment)
- Mr. Tim Lynskey, Mr. Dexter Cummins and Ms. Rosa Fuller discussed the possibility of creating the Law Scholars Committee as a standing committee of the Senate. They will return to the June 2 meeting with a mission statement, proposed membership, meeting times and frequency. The senate will take action on the request at that time.
- d. Senate Representation – Reorganization
- Divisions will need to elect senate reps the first day of the fall semester. The item will be discussed at the June 2 meeting.

7. ACTION ITEMS

a. Tenure Review Committees

- 1) Ann Volk (Nutrition & Foods) - Math
- 2) Dr. Irit Gat (Psychology) - Accounting
- 3) Carolyn Burrell (Library Science) - Communication
- 4) Darcel Jarrett-Bowles (EOPS Counseling) - Nursing
- 5) Bassam Salameh (Math & Science) – Nursing

A motion was made and seconded to approve the appointments of the aforementioned candidates to the Tenure Review Committees as listed.

If anyone is interested in serving please forward your letter of interest to the senate coordinator.

Motion carried unanimously.

8. INFORMATIONAL ITEMS

a. Equivalency Review

- Chinese
- German (to be provided)
- Marketing
- Accounting

b. [Board Policies and Administrative Procedures for Review](#)

- AP 3515 Reporting of Crimes
- AP 7150 Evaluation Draft
- AP 7343 Industrial Accidents and Illness Leave
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9. ANNOUNCEMENTS

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July 7-9, 2016	2016 Curriculum Institute	Double Tree Hilton - Anaheim

10. ADJOURNMENT

The Academic Senate meeting of May 19, 2016 was adjourned at 4:35 p.m. by Dr. Ed Beyer, Academic Senate President.

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
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Senate Meeting: May 19, 2016

				4a 5/5/16 Minutes	4b Att/Vot 3/17/16	4c Att/Vot 4/21/16	7a. TRComm
Representative	Present	Proxy	Present	Y/N/A	Y/N/A	Y/N/A	Y/N/A
Beyer, Dr. Ed	X			Y	Y	Y	Y
Bohler, Dr. Liette	X	Kathryn Mitchell		Y	Y	Y	Y
Burrell, Carolyn	X	Dr. Scott Lee		Y	Y	Y	Y
Flores-Kagan, Diane	X	Magdalena Caproiu		Y	Y	Y	Y
Fuller, Rosa	X	Dr. Lee Grishman		Y	1/Y	Y	Y
Ginosian, Dezdemona	X	Genie Trow		Y	Y	Y	Y
Gat, Dr. Irit	X			Y	Y	Y	Y
Haller, Dr. Glenn	NP	Lisa Karlstein	NP	NP	NP	NP	NP
Halliday, Jack	X	Ty Mettler		Y	Y	Y	Y
Harper, Dr. Jessica	X	Jason Bowen		Y	2/Y	1/Y	Y
Knapp, Susan	NP	Carol Eastin	X	NP	NP	NP	NP
Leighton, Jonet	X	Lisa Karlstein		Y	Y	Y	Y
Lubick, Karen	X	Harish Rao		Y	Y	Y	Y
Nisani, Dr. Zia	X	Mike Pesses		1/Y	Y	2/Y	1/Y
Oliveira, Kristine	X			Y	Y	Y	Y
Overdorf, Cathy	NP	Matthew Jaffe	NP	NP	NP	NP	NP
Rezek, Terry	X	Lisa Karlstein		2/Y	Y	Y	2/Y
Rider, Van	X			Y	Y	Y	Y
Shafer, Dr. Ken	X	Dr. Matthew Jaffe		Y	Y	Y	Y
Snyder, Susan	X	Denise Walker		Y	Y	Y	Y
Sundberg, Elizabeth	NP	Bonnie Curry	X	Y	Y	Y	Y
Christopher, Violet	X	John Kokoska		AB	AB	AB	Y
Veres, Larry	X	John Kokoska		Y	Y	Y	Y
Roderick Mendoza (ASO)	NP	Hanna Spellmeyer	NP				

Guests/Ex-Officio: Dr. Susan Lowry, Rick Shaw, Perry Jehlicka, Tim Lynskey And Dexter Cummings, Carol I

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

Program Review Committee

Chairs/Co-Chairs:
Carol Eastin

Year-End Committee Report

Academic Year: 2015-16

Mission: The mission of the Program Review Committee is to provide structure, guidance and support to AVC employees as they evaluate their program(s)/area(s) and identify goals.

List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)

I.	
II.	
III.	
IV.	

What accomplishments did the committee make toward each goal? Was the goal reached?

I.	
II.	
III.	
IV.	

What obstacles (if any) did the committee encounter in trying to accomplish each goal?

I.	
II.	
III.	
IV.	

General Observations or Comments

--

Recommendations for change in membership or function

--

FPDC Senate Report

May 19, 2016

Completed Projects

- The philosophy statement for the FPD committee was revised to reflect the current FPD program more accurately.
- The FPDC completed the informational sheet for new hires, detailing the steps necessary to fulfill the FLEX obligation.
- Next year's FPD program has been approved and is in the process of being scheduled.
- After extensive research of other college professional development programs, a faculty survey, a faculty forum, and solicited faculty responses via email, AVC faculty overwhelmingly voted for retaining the 48-60 hours. Therefore, the FPDC recommends 48 hours, with the understanding that it may revert to 60 hours.

Current Projects

- The committee is planning the fall Opening Day. We are hoping to offer additional workshops during the week of Opening Day for any faculty that are interested in completing more hours prior to the beginning of the new semester.
 - We are attempting to revitalize the program by offering more directed workshops. To do this, we have taken the comments and suggestions of faculty we heard from in the survey, forum, and email, and we have asked specific people to develop presentations that speak to those ideas.
 - We have found that faculty want to be heard, so we are encouraging more forums and Q & A sessions so we can address faculty needs.
 - We are shamelessly taking ideas from other colleges to update our workshops.
 - We are often criticized for “not offering workshops that pertain to” some faculty's teaching, so we are asking those faculty members to speak to the committee and explain what they are looking for in professional development.
- The FPD Guidelines are being reviewed for any updates or clarification that are needed.

Semester Projects to Still Be Completed

- The mission statement needs to be revised to reflect the ILOs. This has been tabled until the fall semester.

DETC Spring 2016

May 24th DETC Meeting – Will be voting on Recommended Policies and Procedures Handbook for Distance Education faculty.

The emphasis in the book is:

Regular and Effective Contact

Attendance

Student Readiness

Training for Faculty

End of the Semester Procedures

AP&P approved DETC recommendation of adding blended classes as a part of the Distance Education Program.

Future items:

LMS Contract Expires in August 2017

Currently DETC is looking at Canvas and the current version of Blackboard. Canvas will be on campus for a live demonstration on May 23rd from 10:30 am – 12:00 pm. It will also be recorded for those that cannot attend. There will be a survey monkey available for feedback after the presentation.

FLEX Calendar Facts

1. The history of the statewide application of the growth and development the FLEX Calendar is long, and it accelerated with the advent of the compressed semester calendar. The FLEX portion allows for the redirecting of classroom time for the purpose of professional development up to a maximum of 15 days (8.57%) of the statutory requirement of 175 instructional day calendar.
2. We are required by statute (Ed Code) to have 175 instructional days per academic year in the primary terms (fall and spring semesters). Intersessions and Summer Sessions do not apply.
3. AVC chose to have 10 days (minimum of 60 hours) of FPD within its 175 days. The reduction is accomplished by spreading the time over each class session across two 16-week semesters, as the FPD occurs within the instructional semester.
4. The 10 days (60 hours) is a contractual obligation long ago negotiated by the faculty and the District. It is a contractual obligation, and full-time faculty are compensated at their contractual rate for these 10 days (60 hours).
5. Adjunct faculty have an hour-to-hour matching requirement for FPD (3 LHE of instruction is a 3 hour FPD requirement). Adjuncts are paid their hourly rate to meet the FPD.
6. There are exceptions to the obligation for clinical instructors and for non-instructional faculty.
7. In summer of 2014 we changed the reporting structure for the obligation by having the Deans approve the planned FPD work (it is assignable work) just as they do for the teaching schedule for faculty to meet their contractual obligation; put the reporting online; and use the honor system for faculty to self-report meeting the obligation. Prior to that the FPDC reviewed and approved individual contracts and directed the docking of pay if not met. Administration instituted the honor system for reporting, and if the obligation is not met, sick leave is charged for the hours not met, pay is not docked. Further faculty cannot assign work to other faculty, nor can it direct the reduction of a payroll warrant.
8. The Board of Trustees has approved two MOUs in each of 2015-16 and for 2016-17 to re-direct 12 hours of the contractual 60 hours of required professional development for the purpose of program outcomes and assessment. This 12 hour redirection of time is an augmentation of the work already being done in WEAVE, program review and assessment.
9. FPD hours for full-time faculty are compensated at an average hourly rate of @ \$80/hour (Step 13 Column II). For 177 full-time faculty the FPD represents nearly \$850,000 of faculty compensation, plus benefits. The redirection of the 12 hours (60-48=12) represents 2,124 hours and @ \$169,920 of faculty compensation, or an average of @ \$960 per full-time faculty member.

If the obligation were to be reduced by 12 hours to 48 hours, and there is no increase in classroom time or other agreed to work, then the compensation for faculty would have to be renegotiated as the reduction of the 12 hours would constitute a reduction in work.

10. If the FPD requirement were reduced from 60 hours to 24 hours the change in classroom time would be @ 10 minutes per week, or @ 160 minutes per semester. This is @ 2 hours and 40 minutes or 2 full lecture sessions for a 3 unit course. It will change class scheduling blocks to a degree. A series of schedule patterns has been provided on several occasions to the FPDC and faculty. This schedule pattern was been approved by the Chancellor's Office in 2008 and is established for 24 hours of FPD.

As an example, if FPD was reduced to 24 hours, one mandatory day in the Fall and one in the Spring plus 8 hours of self-directed FPD would meet the FPD requirement.

11. A survey conducted in the Spring of 2014 indicated an overwhelming response of 96.4% of faculty desiring fewer FPD hours and more classroom time.
12. All of this data has been shared with the FPDC beginning in 2014.

*Amex
Marina Preza
6/69*



PARTICIPATING LAW SCHOOLS

- University of Southern California Gould School of Law
- University of San Francisco School of Law
- UC Davis School of Law
- UC Irvine School of Law
- Santa Clara University School of Law
- Loyola Marymount Law School

FOR MORE INFORMATION, PLEASE CONTACT:

Rosa Fuller
Professor/Counselor
(661) 722-6300, ext. 6290 | rfuller@avc.edu

Dr. Nancy Bednar
Professor of Political Science
(661) 722-6300, ext. 6876 | nbednar@avc.edu

Dexter Cummins
Professor of Administration of Justice
(661) 722-6300, ext. 6558 | dcummins@avc.edu

Tim Lynskey
Instructor of Administration of Justice
(661) 722-6300, ext. 6955 | tlynskey@avc.edu

ADDITIONAL INFORMATION:

www.avc.edu/academics/lawscholar
Twitter #Pathway2Law
<https://sites.google.com/site/calbardream/DiscoverLaw.org>
(check out the community college page)



ANTELOPE VALLEY COLLEGE

3041 West Avenue K
Lancaster, CA 93536-5426
(661) 722-6300 | www.avc.edu

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ANTELOPE VALLEY COLLEGE

**COMMUNITY COLLEGE
PATHWAY TO
LAW SCHOOL
PROGRAM**

*In partnership between California Community
Colleges and the State Bar Association,
Council on Access and Fairness (COAF)*



PATHWAY TO LAW SCHOOL PROGRAM

In partnership with the State Bar of California, the Pathway to Law School initiative enhances opportunities for advancement of Antelope Valley College students of diverse populations in the legal profession, particularly those who have been underrepresented in the practice of law.

WHY LAW?

The complexities of our legal system have created hundreds of legal career options, many of which do not require a law degree. The legal professional's role is expanding and evolving to keep pace with the ever-changing legal system. The legal profession offers growth, opportunities, financial rewards, client service, intellectual challenge, prosperity, and prestige in diverse areas: criminal law; corporate law; tax law; real estate law; family law; products liability; patent law; employment law; educational law and dozens of other areas. Given the legal field's diversity, no particular major is required.

CAREER POSSIBILITIES

- Lawyer
- Judge
- Mediator
- Paralegal
- Secretary
- Consultant
- Court Administrator
- Government Administrator
- Politician

PROGRAM BENEFITS

- Counseling
- Mentoring
- Law-related activities
- Financial aid counseling
- Prescribed course credits will transfer
- Waived application fees for admission to the participating law schools
- Special attention regarding college and law school applications at participating schools

PROGRAM REQUIREMENTS

COUNSELING

- Attend Pathway to Law Program orientation
- Work with designated Law Scholar counselor
- Establish Student Educational Plan based on selected major and the Pathway to Law School Program's required courses

COURSES TO TAKE

- Academic Composition (ENGL 101)
- Critical Thinking (ENGL 102, 103 or PHIL 201)
- Introduction to Argumentation and Debate (COMM 115)
- Statistics (MATH 115)
- United States History (HIST 107 or 108)
- American Political Institutions (POLS 101)
- The Judicial Process (POLS 203)

ADDITIONAL COURSES

- Service and Civic Learning (to be announced)
- College Success and Life Management (HD 101—if assessing below ENGL 101)

EXTRACURRICULAR ACTIVITIES

- Attend **required** Pathway to Law School Program activities/field trips
- Participate in debate/mock trial
- Join and actively participate in Pre-Law Club

TRANSFER

- Complete Intersegmental General Education Transfer curriculum (IGETC) or CSU General Education Requirements along with transfer major prerequisites as required by the undergraduate institution
- Successfully transfer to a four-year university

G.P.A.

- Students must maintain the required minimum G.P.A. at the community college and undergraduate institution

TO APPLY

- Please complete the online application at www.avc.edu/academics/lawscholar





ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE
Equivalency Review Form

The discipline faculty in the World Languages division/area has reviewed the most current (2008) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Chinese.

The discipline faculty agree that: (Select **only** one)

- an equivalency for this discipline is not needed. *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.
- the current (within the last three years) Academic Senate approved equivalency does not need revision. *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision. *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision. *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: 5/1/2016

Karen Lubick
Academic Senate Representative

L. Boh
Academic Senate Representative

Discipline Faculty:

Dune Bunday
[Signature]
[Signature]

L. Boh
[Signature]
Maurice A. [Signature]

J. Mardock 5/10/16
Bonnie C. Seder 5/10/16
[Signature] 5/10/16

Approved
5/19/16
Senate meeting



ANTELOPE VALLEY COLLEGE

Language Arts Division
Minimum Qualifications & Equivalencies
Foreign Language - Chinese

Minimum Qualifications: Master's in the language being taught OR bachelor's in the language being taught AND master's in another language or linguistics OR the equivalent.

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

Master's degree in the language being taught OR Bachelor's degree in the language being taught AND Master's degree in another language or linguistics OR the equivalent, OR any Master's degree AND 6 years of teaching experience in the language being taught in the secondary and/or post-secondary classroom setting.

NEW EQUIVALENCY PROPOSAL

CHINESE

Current

State of California Current Minimum Qualifications in Foreign Languages:

Master's degree in the language being taught OR Bachelor's degree in the language being taught AND Master's degree in another language or linguistics OR the equivalent.

AVC Proposal:

Master's degree in the language being taught OR Bachelor's degree in the language being taught AND Master's degree in another language or linguistics OR the equivalent, OR any Master's degree AND 6 years of teaching experience in the language being taught in the secondary and/or post-secondary classroom setting.



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The discipline faculty in the World Languages division/area has reviewed the most current (2014) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines German.

Minimum Qualifications for Faculty and Administrators in California Community Colleges 2014

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- an equivalency for this discipline is not needed. *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.
- the current (within the last three years) Academic Senate approved equivalency does not need revision. *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision. *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision. *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: 5-17-2016

L. Botte
Academic Senate Representative

Academic Senate Representative

Discipline Faculty:

L. Botte

[Signature]

[Signature]

[Signature]

Equivalency Committee Approval:

[Signature]
Equivalency Committee Chair

5-18-16
Date

Member Initials:

[Signature] BCS

*Approved
5/19/16
Academic
Senate
[Signature]*



ANTELOPE VALLEY COLLEGE

Language Arts Division
Minimum Qualifications & Equivalencies
Foreign Language - German

Minimum Qualifications: Master's degree in the language being taught OR Bachelor's in the language being taught AND Master's in another language or linguistics OR the equivalent.

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

Master's degree in the language being taught OR Bachelor's degree in the language being taught AND Master's degree in another language or linguistics OR the equivalent, OR Any Master's degree AND 6 years of teaching experience in the language being taught in the secondary and/or post-secondary classroom setting.



ANTELOPE VALLEY COLLEGE

**Business, Computer Studies, and Economic Development Division
Minimum Qualifications & Equivalencies
Marketing**

Minimum Qualifications: Master's in business administration, business management, business education, marketing, advertising, or finance

OR

bachelor's in any of the above

AND

master's in economics, accountancy, taxation, or law

OR the equivalent.

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

- *Equivalency not needed, per division faculty.*



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE
Equivalency Review Form

The discipline faculty in the CTE / Bus. Dept. division/area has reviewed the most current (2012) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Marketing.

(Minimum Qualifications for Faculty and Administrators in California Community Colleges January 2012: http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf)

The discipline faculty agree that: (Select **only** one)

- an equivalency for this discipline is not needed.** *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.**
- the current (within the last three years) Academic Senate approved equivalency does not need revision.** *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: 5/10/16

[Signature]
Academic Senate Representative

Academic Senate Representative

Discipline Faculty:
[Signature]
[Signature]
[Signature]

Equivalency Committee Approval:
[Signature]
Equivalency Committee Chair

5-17-16
Date

Member Initials:
[Signature] [Signature] BCS
Approved 5/19/16 Senate Meeting



ANTELOPE VALLEY COLLEGE

**Business, Computer Studies, and Economic Development Division
Minimum Qualifications & Equivalencies
Accounting**

Minimum Qualifications: Master's in accountancy or business administration with accounting concentration OR bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND master's in business, business administration, business education, economics, taxation, or finance OR the equivalent. (NOTE: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline.)

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

- *Equivalency not needed, per division faculty.*



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE
Equivalency Review Form

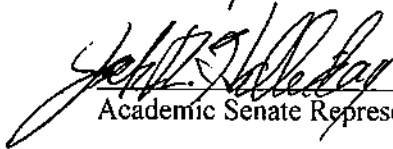
The discipline faculty in the CTE / Bus. Dept. division/area has reviewed the most current (2012) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Accounting.

(Minimum Qualifications for Faculty and Administrators in California Community Colleges January 2012: http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf)

The discipline faculty agree that: (Select **only** one)

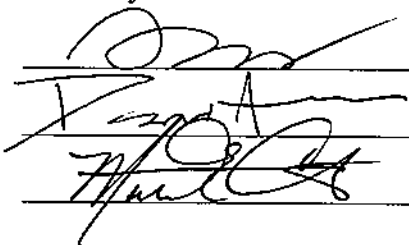
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Date: 5/10/16


Academic Senate Representative

Academic Senate Representative

Discipline Faculty:

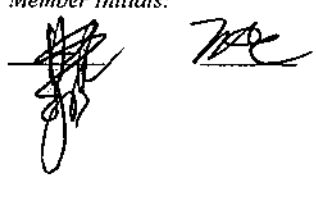


Equivalency Committee Approval:


Equivalency Committee Chair

5-17-16
Date

Member Initials:

 BCS
Approved 5/19/16 Senate Meeting

AP 3515 Reporting of Crimes

Reference:

Penal Code Sections 245 and 422.55
Education Code Section 212, 67380, 67383, and 87014 ;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 U.S.C. § 1232g;
34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14);
Campus Security Act of 1990

Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College **Campus Sheriff's Office** when and if that criminal act is committed within the jurisdiction of the District police Department. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the campus Police department, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466

In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College **Campus Sheriff's Office**. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so. **Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.**

The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources if the complainant consents.

The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Director of Public and Governmental Relations in a manner that aids the prevention of similar crimes.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;

- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Antelope Valley Sheriff Department and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the College Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college office of media and public information, e-mail system to students, faculty, staff. The information shall be disseminated by the Director of Public Information in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Executive Director of Marketing and Public Information may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Web Site, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Campus Sheriff's Office, by phone extension 6399 or in person.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the offices of campus Media and Public Relations, or published in the campus newspapers monthly.

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The campus sheriff encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the campus police

department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below.

The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

11/7/05

Revised: 4/15 and 4/16

AP 7150 Evaluation

Reference:

Accreditation Standard III.A.1.b

EVALUATION OF FACULTY AND NON-CMS CLASSIFIED EMPLOYEES

Refer to Antelope Valley College Faculty collective bargaining agreement Article VIII, Tenure and Evaluation.

Refer to Antelope Valley College Classified collective bargaining agreement Article IX, Evaluation and Discipline of Unit Members

EVALUATION OF VICE PRESIDENTS, DEANS and EXECUTIVE DIRECTORS

Scope

This evaluation procedure applies to the following leadership staff members: Vice Presidents, Deans, and Executive Directors. ~~are not members of the classified service or the faculty collective bargaining unit.~~

Philosophy

The administrative evaluation process, by identifying an individual's areas of special competence as well as ways to improve and grow, is aimed at the betterment of personal performance, thereby enhancing the effectiveness of the College's administrative services and the quality of the educational experience provided to students. The goal of evaluation is to acknowledge and encourage high performance levels, motivating individuals to become more effective.

A formal evaluation provides administrators the opportunity to reflect on their accomplishments, redefine goals, formulate new approaches and strategies, identify barriers and needs, and reassess their professional development plans. It also provides the opportunity for administrators and their supervisors to engage in a constructive dialogue with a view towards clarifying goals and expectations, acknowledging excellence, and communicating on issues affecting the good of the College. Finally, evaluation provides a means for those affected by an administrator's actions and services to participate in assessing their effectiveness.

Evaluation Criteria

The administrator's performance will be measured in accordance with the criteria outlined below.

The effective administrator should demonstrate the following qualities, skills, and competencies:

1. Leadership

The administrator's leadership skills are measured by the extent to which he or she:

- a. Practices democratic leadership, delegating responsibilities and encouraging participation in decision-making.
- b. Supports the rights of others to be heard and provides the means for all to share in setting and accomplishing goals.
- c. Makes timely and effective decisions.
- d. Displays receptivity to changes and new ideas.
- e. Sets reasonable and substantive goals and objectives and works effectively toward them.
- f. Displays sound judgment and perspective, focusing on basic issues rather than trivia.

- g. Plans effectively and imaginatively.
- h. Takes the lead in identifying, selecting, and training new employees.

2. Communication, Coordination, and Collegiality

In dealing with other individuals, the administrator:

- a. Is committed to and maintains effective communication with everyone.
- b. Is consistent in the application and interpretation of policy
- c. Recognizes the accomplishments of others and is willing to put others first.
- d. Is committed to collegiality and shared governance.
- e. Recognizes problems and is willing to solve them effectively and impartially.
- f. Is sensitive to diversity, working effectively with different types of people and tolerating a variety of viewpoints and perspectives.
- g. Maintains an atmosphere of candor, trust, and respect.
- h. Open, approachable, fair, and consistent when dealing with others.
- i. Displays awareness of relevant regulations and statewide issues.
- j. Keeps abreast of developments within his/her area of responsibility and coordinates as necessary with statewide agencies.
- k. Serves on committees and participates in special projects such as program review and accreditation.
- l. Effectively represents his/her unit in interactions with all campus constituencies.
- m. Represents the college within the community.

3. Organization and Management

The administrator's organizational and Management skills are revealed in the extent to which he/she:

- a. Maintains an efficient and effective office structure.
- b. Displays attention to detail
- c. Develops an effective budget and establishes procedures to allocate funds and monitor expenditures.
- d. Shows skill in planning, organizing, and implementation.

4. Professional Qualities

The effective administrator has the following qualities:

- a. Current and extensive knowledge of his/her discipline or area of expertise.
- b. Broad intellectual and cultural interests and understanding.
- c. Commitment to a quality educational experience.
- d. Proponent of professional growth for self and staff.
- e. Concern for the institution as a whole rather than just his/her unit.
- f. Initiative, resourcefulness, and creativity.

Evaluation Schedule and Procedures

1. Newly-hired administrators will be evaluated annually during their first three years of service. Thereafter, evaluations will be required every three years. The evaluations will be conducted during the period of September to February, with the completed evaluation submitted to the President by February 15.
2. Each administrator will ~~use prepare~~ a questionnaire to assess his/her performance. The questionnaire will address all of the major subdivisions of the Criteria (*Leadership; Communication; Coordination; and Collegiality; Organization and Management; Professional Qualities*) and will provide opportunity for and encourage written comment. Every effort will be made to protect the anonymity of those who respond to the questionnaire. ~~The evaluation instrument and procedures for its use will be approved by the immediate supervisor of the individual being devaluated.~~

The questionnaire will provide an opportunity for those affected by the services or actions of the administrator to assess his/her performance. The individuals to be invited to complete the evaluation instruments will be determined by the person being evaluated and the supervisor. However, any individual with direct knowledge of the administrator's performance who has not been included among those selected to respond to the questionnaire may request inclusion from the supervisor.

3. The supervisor of the individual being evaluated will distribute the questionnaires, collect and collate the results. After the supervisor has reviewed the questionnaires, they will be forwarded to the evaluatee for summary and analysis.
4. After receipt of the completed questionnaires, the administrator ~~will review the questionnaire data and provide a written summary of findings along with appraisal to address identified areas of concern. prepare a self-evaluation addressing at least the following areas:~~
 - ~~a. Assessment of performance, highlighting both strengths and areas needing improvement.~~
 - ~~b. goals and success in meeting goals~~
 - ~~c. Assistance others can provide in achieving goals or improving performance.~~
 - ~~d. Professional activities and campus involvements.~~
 - ~~e. Summary and analysis of questionnaires.~~
5. The administrator will review progress toward achieving the prior year's goals and objectives as developed in conjunction with the supervisor. In addition, goals and objectives will be reviewed and updated annually as part of the Evaluation Conference held with the supervisor.
~~The administrator will provide the self-evaluation and questionnaires to a colleague (full time AVC staff member) to be chose by the evaluatee with the approval of his/her supervisor. The colleague will examine relevant materials, assess the administrator's performance, and provide a written appraisal to the supervisor.~~
6. ~~Upon receipt of all materials, the supervisor will write a formal evaluation.~~ The supervisor will complete the Administrative Employee Evaluation prior to meeting with the administrator. The evaluation should address the quality of the administrator's performance and his/her personal and professional effectiveness including, if applicable, recommendations for improvement. The administrator and supervisor will meet to discuss the evaluation and both will sign it to indicate it has been reviewed. The signature does not necessarily indicate

agreement with the contents of the evaluation. The evaluatee may append written comments to the supervisor's evaluation.

7. **An Evaluation conference will be held each year.**
8. The completed and signed evaluation, along with supporting materials, will be forwarded to the President. The President has the option of conducting an additional evaluation meeting if desired.
9. After the evaluation process is completed, all materials will be forwarded to the Office of Human Resources & Employee Relations for **placement in the employees personnel file. disposition.**

EVALUATION OF CONFIDENTIAL, MANAGEMENT, AND SUPERVISORY (CMS) EMPLOYEES

Scope

This evaluation procedure applies to those employees designated as Confidential, Management, and Supervisory (CMS).

Philosophy

The CMS evaluation process, by identifying an individual's areas of special competence as well as ways to improve and grow, is aimed at the advancement of personal performance, thereby enhancing the effectiveness of the College's services and the quality of the educational experience provided to students. The goal of evaluation is to acknowledge and encourage high performance levels, motivating individuals to become more effective.

A formal evaluation provides CMS employees the opportunity to reflect on their accomplishments, redefine goals, formulate new approaches and strategies, identify barriers and training or other needs, and reassess their professional development plans. It also provides the opportunity for CMS employees and their supervisors to engage in a constructive dialogue with a view towards clarifying goals and expectations, acknowledging excellence, and communicating on issues affecting the good of the College.

Evaluation Criteria

The performance of CMS employees will be measured in accordance with the criteria outlined below.

Annual appraisals are to be completed between April 1 and May 31 of each year for the first three years of employment. **Beginning with the fourth year of employment evaluations may be done biennially.** Final markings and comments on the appraisal should be in ink or typewritten. Additional pages may be used if more space is needed for narrative comments. The evaluation is to be given to the employee and discussed in a private meeting with the employee. Any changes made to the evaluation should be initialed by the employee and supervisor. All attachments must be signed by the employee and evaluator.

CMS employees are to be evaluated in conjunction with the *Essential Functions* of their respective job description. The supervisor should refer to the *Essential Functions* of the employee's job description prior to beginning the evaluation process.

Derogatory Information

Information or material of a derogatory or critical nature which has been received from others may not be used unless the specific issue has been verified to the satisfaction of the supervisor, in consultation with the Vice President of Human Resources, and relates directly to the CMS employee's employment.

Signature and Response to Evaluation

The CMS employee's signature on the report indicates only that he/she has read the report. The CMS employee may, within ten (10) working days, respond in writing to an evaluation with which the CMS employee is not in agreement. This response shall be attached to the evaluation in question. The Human Resources Office will distribute a copy of the response to the supervisor.

Evaluation Schedule for Probationary CMS Employees

Probationary CMS employees shall be rated by their immediate supervisor at the end of the 3rd month, 6th month, 9th month and prior to the end of the 12th month of employment. The above schedule does not prevent dismissal of such CMS employee at any time during the one year probationary period.

Evaluation Categories

Evaluation of the competence of CMS employees shall include, but not be limited to:

- (1) Knowledge of Work
- (2) Quality of Work Productivity
- (3) Dependability
- (4) Communication Skills
- (5) Initiative
- (6) Interpersonal Relations
- (7) Professionalism
- (8) Safety Practices

The Supervisor should include information on staff member's overall performance highlighting:

- (1) areas of strengths
- (2) areas for further development
- (3) areas for improvements
- (4) areas where unique or extraordinary factors contribute to the evaluation

Each rating other than *Standard* (below or above) requires an explanation in the *Comments* box beside the category. Each rating below *Standard* must be based on issues discussed with the employee prior to the evaluation, supported by a statement of facts in the *Comments* box, and accompanied by a separate *Development Plan*. Subsequently, one or more conferences shall be held with the employee to assist him/her in correcting deficiencies previously noted. A record of such conference(s) shall be prepared by the evaluator for the file on the employee and a copy submitted to him/her.

5/8/06

Revised: 9/13/10

Revised: 5/2016

AP 7343 Industrial Accidents and Illness Leave

Reference:

Education Code Sections 87787, 88192.

Academic Employees

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his or her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due him or her for any month in which the absence occurs as, when added to his or her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his or her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Section 4453 of the Labor Code. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Section 4453 of the Labor Code shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him or her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781 and 87786, and, for the purposes of each of these sections, his or her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he or she may elect to take as much of his or her accumulated sick leave which, when added to his or her temporary disability indemnity, will result in a payment to the employee of not more than his or her full salary.

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his or her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

Any employee receiving benefits as a result of this section, during periods of injury or illness, shall remain within the State of California unless the Superintendent/President or designee authorizes travel outside the state.

Refer to the Antelope Valley College Faculty collective bargaining agreement, Article V.

Classified Employees

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off or other available leave provided by law or the action of the district, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

Refer to Antelope Valley College Classified collective bargaining agreement, Article XI.

~~Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Superintendent/President or designee authorizes travel outside the state.~~

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

5/8/06

Revised: 6/13/11

Revised: 4/16

AP 7700 Whistleblower Protection

References:

Education Code Sections 87160-87164;
Government Code Section 53296;
Labor Code Section 1102.5;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S.C. 218C)

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President the report should be made to the president of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the ***Superintendent/President*** who will confer with the president of the board of trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the president of the college where the alleged activity has occurred. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report

pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. **A district employee or applicant whose family member makes a protected disclosure is also protected from retaliation.** [ADDED 4/16]

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their college president. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the President, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

New 2/06; Revised 2/08, 4/09, 10/13, 4/15, **4/16**