



**ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING**

**MINUTES**

**May 1, 2014**

**3:00 p.m. – 4:30 p.m.**

**SSV 151**

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

*A motion was made and seconded to amend the agenda to add Item 5B. Program Review Report – Carol Eastin.  
Motion carried.*

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

The Academic Senate meeting of May 1, 2014, was called to order at 3:00 p.m. by Dr. Ed Beyer, Academic Senate President.

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

Dr. Beyer thanked faculty for passing both amendments, noting the likelihood of a complete senate through summer 2014 and into fall 2014.

3. **OPEN COMMENTS FROM THE PUBLIC**

- Dr. Ron Chapman reported the 2 Plus 1 program in Sociology was approved. The program will allow students at the community college level to begin thinking about their law career, and will afford students opportunities for guidance and counseling, with cooperation and collaboration between community colleges, the four-year institutions and law schools.
- Ms. Elizabeth Sundberg expressed frustration with the extension of the peer evaluation process, which delays the process for evaluation teams, and faculty who are unable to write evaluations or finish self-evaluations. She stated the delay is not beneficial to the program.
- Mr. Ken Shafer informed members that after the last active shooter drill, he would like to ask the Board for permission to lock classroom doors during classroom hours. He challenged the fire code mandate that doors must remain open, as in an emergency, faculty would need to go outside to lock the doors. Faculty need to have the ability to lock classroom doors from the inside.
- Mr. Rick Shaw, Director of Information Technology, reported at the last Distance Education and Technology Committee (DETC) meeting, concern was raised regarding faculty policy insisting students turn off phones in the event of an emergency. Dr. Nancy Bednar, Co-Chair of the DETC urged Mr. Shaw, as Director of Information Technology to create policy authorizing students to keep phones turned on. Mr. Shaw explained it not his purview to create such policy, but suggested Dr. Bednar address the Senate regarding the request. Dr. Shaw was reporting the concern on Dr. Bednar's behalf.
- Dr. Zia Nisani reiterated the need for faculty to have the ability to lock and unlock classroom doors from the inside. He requested the Senate pass a symbolic resolution setting policy consistent throughout campus for faculty to lock classrooms from the inside. Dr. Nisani noted the request to meet with Facilities regarding the issue has not been answered. He explained when faculty call in sick, there is no way to lock doors and protect classrooms from vandalism. Dr. Nisani requested the item be agendaized for discussion and action.
- Dr. Beyer encouraged members to review the Senate Operating Procedures where they may review processes such as how to place an item on the Senate agenda.

*Approved: May 15, 2014 Academic Senate Meeting*

4. APPROVAL OF MINUTES

A. April 17, 2014 Meeting – attachment

*A motion was made and seconded to approve the minutes of the April 17, 2014 meeting.*

Dr. Beyer noted corrections. Ms. Karen Lubick noted difficulty reading minutes when reports are incorporated within the body of the minutes rather than added as an appendix.

*Motion carried with corrections, with one (1) opposition and one (1) abstention.*

5. REPORTS (5 minutes maximum)

A. Accreditation Committee – Tina McDermott, Faculty Accreditation Coordinator

Ms. Tina McDermott gave the following Accreditation Report:

I. Revised Accrediting Commission for Community and Junior Colleges (ACCJC) Standards Ms.

McDermott reported the Accrediting Commission for Community and Junior Colleges (ACCJC) has published a proposal of revised standards which are not finalized yet. The public comment period closed April 30, 2014. Ms. McDermott anticipates the final version in June 2014, and will distribute a campuswide email upon adoption of the final version.

II. Revised Committees

Ms. McDermott distributed and reviewed a revised Accreditation Steering Committee Structure handout (see attachment). She reported excellent feedback from the group at the first meeting. Ms. McDermott explained the team – Expert – Collaborator structure and reported openings for two (2) team leaders:

- Standard 1 Institutional Effectiveness – Dr. Meeta Goel
- Standard 2 Student Learning & Services – open
- Standard 3 – Mark Bryant (open)
- Standard 4 Governance & Decision Making – open

III. Follow-up Report

a. Ms. McDermott reported the team recommended the college allocate resources pursuant to a Tech Plan. The Tech Plan has been written and is going through various committees for approvals, including the Senate today.

b. Standard 4 (Finance – Retirement Fund)

- Ms. McDermott reported the college has conducted an additional actuarial study and the annual required contribution is \$1.6 million.
- The college has established a Retirement Board Authority that was approved last year and met for the first time on April 24<sup>th</sup>. Michael Adams is serving with the Executive Dir. Of Business Services and the Vice President of Human Resources.
- A consultant was hired by the college to advise on long term investments and irrevocable trust options over time.

c. Ms. McDermott reported working on polishing a draft, and is waiting for the Tech Plan to get full approvals funding.

B. Program Review Report – Carol Eastin

Ms. Carol Eastin, Program Review Coordinator, presented the Program Review report – see attachment. She expressed her excitement about the Dean of Institutional Effectiveness – Dr. Meeta Goel, co-chairing the Committee. Six (6) out of eight (8) reports are completed. Human Relations submitted a report which has been approved. Numerous reports have been finalized.

Ms. Eastin reported a glitch was identified in WEAVE. Program Review was entered in WEAVE immediately, but due to the cycle, the data was entered in the previous year. Entries must be posted after October 1, in order to process in the new cycle. Ms. Eastin reminded Senators that Program Review reporting work qualifies towards Faculty Professional Development. She stated she will post the complete program reviews to the public website as time allows – typically in one bulk publication.

6. ACTION ITEMS

Dr. Beyer distributed a draft of the following three resolutions. Members discussed each item and voted to finalize the language as follows:

A. Library and Adjunct Senate Representation

Whereas, the Library is not assigned to a division and thus is prevented from having a senate representative according to Article IV of the Senate Constitution; and,

Whereas, the provision to provide the library with senate representation was inadvertently omitted from the proposed Article IV amendment voted on at the April 17 Academic Senate meeting; and,

Whereas, a recommendation to add a second adjunct representative to the Academic Senate was also inadvertently omitted from the proposed Article IV amendment voted on at the April 17 Academic Senate meeting;

Let it be resolved, that the Academic Senate authorize the Academic Senate President to issue an Executive Order establishing and adding the library and second adjunct representative positions to the Academic Senate until the end of the 2014-2015 academic year, or until the Senate Constitution is amended to account for the lack of representation, whichever occurs first.

*A motion was made and seconded to approve the aforementioned resolution.  
Motion passed unanimously.*

B. Temporary Extension of Academic Senate Seats

Whereas, the reorganization taking effect on July 1, 2014 will cause the majority of current senate representation to be null and void based on Article IV of the current Academic Senate Constitution; and,

Whereas, the reorganization taking effect on July 1, 2014 will cause the current Senate Executive to be reduced to just the sitting Academic Senate President; and,

Whereas, it is important to have full senate representation, including the Senate Executive, throughout the summer session;

Let it be resolved, that the Academic Senate authorize the Academic Senate President to issue an Executive Order extending the terms for all current Senators and Senate Executive Officers until Opening Day 2014.

*A motion was made and seconded to accept the aforementioned resolution.  
Motion carried unanimously.*

C. Election of Senate Representatives on Opening Day

Whereas, the reorganization taking effect on July 1, 2014 will cause the majority of current senate representation to be null and void based on Article IV of the current Academic Senate Constitution; and,

Whereas, the reorganization taking effect on July 1, 2014 will cause the current Senate Executive to be reduced to just the sitting Academic Senate President; and,

Whereas, senate division representatives are not selected until the Spring semester;

Let it be resolved, that the Academic Senate authorize the Academic Senate President to issue an Executive Order declaring that division representatives, who would normally be seated on the Academic Senate beginning in the Fall 2014 semester, be selected during the Fall 2014 Opening Day division meetings according to Article IV of the Senate Constitution; and,

Further let it be resolved, that the Executive Order also allow for the election of executive officers, for the 2014 Senate Executive, to be conducted at the first Fall 2014 senate meeting.

*A motion was made and seconded to accept the aforementioned resolution.*

*Motion carried unanimously.*

7. DISCUSSION ITEMS

a. Tech Plans – Rick Shaw – attachment

Mr. Rick Shaw, Information Technology Director reviewed his recently completed Tech Plan report. Ms. Nancy Masters will forward the Plan via email.

The Tech Plan will be presented to SPBC, and move forward for CCC approval, and finally to the Board for approval in June 2014.

b. Division Representation: AP&P Committee, Outcomes Committee

Dr. Beyer led discussion regarding AP&P Committee and the Outcomes Committee structure. It was decided they will stay the same until Opening Day.

Content is an important part of the review, in terms of content knowledge and discipline knowledge. It was suggested to give it as something faculty would want to decide on.

A suggestion was made to model it after the Senate. Concern was raised as to the difficulty of representing another department within the same division.

Dr. Susan Lowry noted the importance of content for both committees, and suggested allowing divisions to make the decision of structure for both.

Dr. Beyer noted the Senate and Union sent a memo requesting the official listing of divisions, department, and which faculty are assigned to each. He reported the list is currently being worked on and should be forthcoming.

Dr. Beyer asked Senators to take the question back to divisions, and also ask campuswide and online, to gain a broader impact for discussion. He encouraged senators to be open-minded and collaborative, as this is new territory for all.

5. INFORMATIONAL ITEMS

None.

6. SENATE ADMINISTRATIVE BUSINESS

None.

10. ADJOURNMENT

The Academic Senate meeting of May 1, 2014 was adjourned at 4:21 p.m. by Dr. Ed Beyer, Senate President.

<b>MEMBERS PRESENT</b>			
Dr. Ed Beyer	Jack Halliday	Kathy Moore	Ken Shafer
Dr. Liette Bohler	MaryAnne Holcomb	Dr. David Newby	Elizabeth Sundberg
Dr. Ron Chapman	Dr. Matthew Jaffe	Dr. Zia Nisani	Larry Veres
Dezdemonia Ginosian	Susan Knapp	Cathy Overdorf	
Dr. Lee Grishman	Karen Lubick	Van Rider	
Dr. Glenn Haller	Ty Mettler	Terry Rezek	
<b>MEMBERS ABSENT</b>			
Shyanne Blanco		Mike Hancock	
<b>GUESTS/EX-OFFICIO</b>			
Carol Eastin	Dr. Susan Lowry	Tina McDermott	Rick Shaw

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