



ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING  
AGENDA

November 7, 2013  
3:00 p.m. – 4:30 p.m.  
SSV 151

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

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE SENATE PRESIDENT
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. October 17, 2013 Minutes - attachment
5. INFORMATIONAL ITEMS
  - a. Letter from President Knudson
  - b. Exemplary Award Program – November 4, 2013 Deadline
  - c. Regina Stanback-Stroud Diversity Award – November 25, 2013 Deadline
  - d. Hayward Award – November 25, 2013 Deadline
6. REPORTS (5 minutes maximum)
  - a. Legislative Report – Dr. Glenn Haller
7. DISCUSSION ITEMS
  - a. Committee Membership Notebook
  - b. Senate Goals
  - c. Program Review
8. ACTION ITEMS
9. SENATE ADMINISTRATIVE BUSINESS
  - a. Appointments
    - Senator-at-Large – Susan Knapp (ratification) - attachment
    - Program Review Committee - Senate Representative – Bonnie Curry (ratification) - attachment
    - Peer Evaluation Committee – Senate Representative - Cynthia Kincaid (ratification) - attachment
  - b. Program
  - c. Minimum Qualifications & Equivalencies – Updates Required
  - d. Academic Ranking - attachment  
Casey Scudmore - Professor
  - e. Announcements
    - Strengthening Student Success Conference – October 9, 2013
    - 2013 Fall Plenary Session – November 7 - 9, 2013, Irvine Marriott, Irvine, CA
    - Accreditation Institute 2014 – February 7 - 8, 2014, Marriott La Jolla, La Jolla, CA
    - Academic Academy 2014 – February 21 – 22, 2014 Silverado Resort & Spa, Napa, CA
    - 2014 Spring Plenary Session – April 10 - 12, 2014 Westin San Francisco Airport, San Francisco, CA
    - Faculty Leadership Institute 2014 – May 27, 2014 Paradise Point Hotel & Spa, San Diego, CA
9. ADJOURNMENT

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING  
MINUTES

November 7, 2013  
3:00 p.m. – 4:30 p.m.  
SSV 151

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

1. CALL TO ORDER AND ROLL CALL 3:02 p.m.

The Academic Senate meeting of November 7, 2013 was called to order at 3:02 p.m. by Mr. Ken Shafer, Academic Senate 1st Vice President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Mr. Ken Shafer, Senate Executive 1<sup>st</sup> Vice President welcomed members. Mr. Shafer facilitated the Senate meeting in Ms. Maria Clinton's absence.

Mr. Shafer announced a new Board Member Barbara Gaines received the most votes in the November 5, 2013 election.

Mr. Shafer reported he was threatened by a student. The student did not have a gun, but threatened to shoot him in front of 15 witnesses. The student was arrested by campus police later that day and is in jail awaiting trial. Mr. Shafer led discussion regarding the urgent need for drills and training, reporting the last drill was over one (1) year ago and was a failure, with numerous communication gaps. Mr. Shafer stated Mr. Terry Cleveland will be addressing the Senate in the near future regarding safety and training.

Ms. Nancy Masters noted Mr. Terry Cleveland, Director of Risk Management and Environmental Health, and Mr. Mark Bryant, Assistant Superintendent/Vice President of Human Resources will be addressing the Faculty Professional Development Committee at the November 13, 2013 meeting, regarding upcoming emergency training for employees in coordination with the Faculty Professional Development program.

Dr. Ron Chapman suggested coordination with counsel to obtain a restraining order. Dr. Lee Grishman suggesting inviting Dr. Erin Vines, Vice President of Students Services to address the issues with the Senate.

Mr. Shafer noted the Fire Marshall does not want faculty to lock classroom doors. He reported new Board Member Barbara Gaines reported you can lock the doors. Mr. Shafer reported his classroom did not have a phone, and that all classrooms are to have a phone. Dr. Zia Nisani stated punishments are not severe enough, adding punishments should be extremely severe, to include payback of any and all financial aid.

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. Ron Chapman reported a transfer model curriculum was accepted by the Chancellor's office. He anticipates a one (1) year delay before the curriculum is can be offered to students. Because we now have an accepted transfer model curriculum in Sociology, Bakersfield will accept that as eligibility for their accelerated 5-year program to complete a Master's Degree in Sociology.
- Dr. Zia Nisani reiterated his concern urging the Senate to address the issue of the Vice President of Academic Affairs 'meddling in everything, including class scheduling.' Dr. Nisani stated the Vice President has no authority to do so, and has created tremendous chaos in the Math, Science and Engineering Division. Dr. Nisani charged the Senate with remaining quiet about the issue for far too long. He reminded senators it is their job to stand up for their division, and warned the chaos could effect accreditation. He reminded Senators that President Knudson is approachable.

Mr. Ken Shafer agreed with Dr. Nisani, stating the issue has been ongoing with several departments and divisions for a long time. Mr. Shafer stated faculty are intimidated and bullied.

Dr. Susan Lowry reported the Math, Science and Engineering division came to the union with the issue, and declared it a non-union issue with the exception of scheduling outside of what persons were hired for. She explained that according to the State Education Code, it is a primary faculty responsibility to decide what courses are required for their program and the sequencing of those courses. Dr. Lowry clarified that faculty are primarily responsible for program development; the Dean should help determine how many sections of each course is taught; and the Vice President of course has a role in helping to determine the number of courses to be taught, and also to make sure the spread of courses serves the college well. But in this case, she expounded, the Vice President is getting in the way of program development.

Mr. Larry Veres asked what the Senate can do. Ms. MaryAnne Holcomb answered *a Letter of No Confidence*.

- Ms. MaryAnne Holcomb requested the reinstatement of the Work Experience program. She reported certain divisions are currently using the program, and would like to see it fully reinstated.

Mr. Ken Shafter stated the issue was addressed previously and was dismissed. Ms. Holcomb explained the program went away with budget cuts, but was resurrected for Corporate Community Education for the Nursing Department.

- Dr. David Newby stated he would like to see the Applied Music course reinstated – a part of every degree in the United States. He reported the program was pulled by the President four (4) years ago in an unfortunate timing situation. He explained an adjunct faculty member was being hired fulltime because she had exceeded the maximum number of hirings. Part of the transfer model curriculum at the state. A conflict of interest forces students to take lessons from non-credentialed teachers and are forced to pay the instructor privately, then test out.
- Mr. Ken Shafer led discussion regarding the announcement of the cancellation of Department Chair Training. Members were  
Dr. Susan Lowry explained the Deans facilitating the training are working on the possibility of pursuing a significant grant, and because they are completely overworked, they were unable to hold the training. She noted considerable non-movement in negotiations because the Vice President of Academic Affairs was unwilling to realize and negotiate Department Chair needs, nor was willing to allow them to structure or spend money. Members addressed structural impediments for divisions without Department Chairs, and their concern for non-movement in terms of structure and finance. Dr. Lowry and Maria Clinton will speak with Dr. Karen Cowell to reconsider the training.

Ken Shafer impressed the importance of Senate members participating in the Morning Chats with the President. Dr. Lowry encouraged members to meet with President Knudson, reminding them of his open door policy.

#### 4. APPROVAL OF MINUTES

- a. October 17, 2013 Minutes – attachment

*A motion was made and seconded to approve the minutes of the October 27, 2013 meeting. Motion carried with corrections.*

#### 5. INFORMATIONAL ITEMS

- a. Letter from President Knudson

*A motion was made and seconded to table this item.  
Motion carried.*

- b. Exemplary Award Program – November 4, 2013 Deadline

Mr. Ken Shafer reported there were no nominations for the Exemplary Award Program. The deadline to submit nominations was November 4, 2013.

- c. Regina Stanback-Stroud Diversity Award – November 25, 2013 Deadline

Mr. Ken Shafer reported there are currently no nominations for the Regina Stanback-Stroud Diversity Award. He encouraged Senators to encourage their respective divisions to submit nominations.

- d. Hayward Award – November 25, 2013 Deadline

Mr. Ken Shafer reported there are currently no nominations for the Hayward Award. He encouraged Senators to encourage their respective divisions to submit nominations.

6. REPORTS (5 minutes maximum)
  - a. Legislative Report – Dr. Glenn Haller  
Dr. Glenn Haller stated the legislature is done for the remainder of the year, and will not begin legislation until March or April.
  
7. DISCUSSION ITEMS
  - a. Committee Membership Notebook  
Ms. Karen Lubick reported that all co-chairs of various Senate committees were asked to review the Committee Membership Notebook.
  - b. Senate Goals
  - c. Program Review  
*A motion was made to table this item.*  
*Motion carried.*
  
8. ACTION ITEMS  
None.
  
9. SENATE ADMINISTRATIVE BUSINESS
  - a. Appointments
    - Senator-at-Large – Susan Knapp (ratification) – attachment  
*A motion was made and seconded to approve the ratification of Susan Knapp as Senator at Large to fill the vacancy left by Dr. Ed Beyer, who will step up to complete the term of Ms. Maria Clinton, Senate President, effective December 13, 2013.*  
*Motion carried.*
    - Program Review Committee - Senate Representative – Bonnie Curry (ratification) – attachment  
*A motion was made and seconded to approve the ratification of Ms. Bonnie Curry as Senate Representative on the Program Review Committee.*  
*Motion carried.*
    - Peer Evaluation Committee – Senate Representative - Cynthia Kincaid (ratification) – attachment  
*A motion was made and seconded to ratify the appointment of Ms. Cynthia Kincaid as Senate Representative on the Peer Evaluation Committee.*  
*Motion carried.*
  - b. Minimum Qualifications & Equivalencies – Updates Required - attachment  
Mr. Ken Shafer distributed Equivalency Lists for Equivalencies that are expired or coming due. He informed Senators the lists and revision forms will be distributed to the Divisions within the next few days. He explained departments wishing to hire, must have current Equivalency and Minimum Qualification records on file in the Senate office.
  - d. Academic Ranking – attachment -  
Casey Scudmore – Professor  
*A motion was made and seconded to approve the ratification of Casey Scudmore – Professor.*  
Dr. Ron Chapman read from the criteria for Academic Rank and pointed out the discrepancy between the conversion of semester units and Faculty Professional Development hours.  
*Motion carried with two (2) abstentions.*
  - e. Announcements
    - 2013 Fall Plenary Session – November 7 - 9, 2013, Irvine Marriott, Irvine, CA
    - Accreditation Institute 2014 – February 7 - 8, 2014, Marriott La Jolla, La Jolla, CA
    - Academic Academy 2014 – February 21 – 22, 2014 Silverado Resort & Spa, Napa, CA
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    - Faculty Leadership Institute 2014 – May 27, 2014 Paradise Point Hotel & Spa, San Diego, CA

9. ADJOURNMENT

The Academic Senate meeting of November 7, 2013 was adjourned at 4: 14 p.m. by Mr. Ken Shafer, Academic Senate 1st Vice President.

MEMBERS PRESENT			
Dr. Liette Bohler	Dr. Glenn Haller	Karen Lubick	Terry Rezek
Dr. Ron Chapman	Jack Halliday	Kathy Moore	Van Rider
Dezdemonia Ginosian	MaryAnne Holcomb	Dr. David Newby	Ken Shafer
Dr. Lee Grishman	Dr. Matthew Jaffe	Dr. Zia Nisani	Larry Veres
MEMBERS ABSENT		GUESTS/EX-OFFICIO	
Maria Clinton	Ty Mettler	Bonnie Curry	Dr. Susan Lowry
Dr. Ed Beyer	Cathy Overdorf	Melanie Parker	
Mike Hancock	Elizabeth Sundberg		

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*Approved: November 21, 2013 Academic Senate Meeting*



ANTELOPE VALLEY COLLEGE

April 11, 2013

To the Senate Executive Committee,

I am submitting this letter of interest for the At-Large position on the Academic Senate. I am currently serving in this capacity and would be pleased to continue. I am an active faculty member and have served several previous terms on the Senate, including one year on the Executive Committee. I also serve on several other campus committees and coordinated Faculty Recognition Day for three years.

Working in Student Services as a counselor places me at the center of many activities on campus. I am well versed in degree and certificate requirements and due to my contact with many students have connections to other divisions. I often interact with faculty members across campus due to the diverse course work that students need in order to complete their degrees and/or certificates. My membership on the Honors Committee gives me the opportunity to work with additional faculty from varied divisions. This makes the At-Large position a natural role for me.

I work daily with student success and preparation. As a counselor I strive on a continual basis to make sure that our students understand our college policies and are prepared for prerequisite work required for their success in college.

In our division I have participated in program review and our planning and budget discussions concerning program development. I am also involved with transfer requirements and the new changes that are implemented due to additional AVC Transfer degrees.

I appreciate your consideration of my interest in the At-Large position.

Sincerely,

Professor Susan Knapp

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Antelope Valley Community College District  
3041 West Avenue K • Lancaster, California 93536-5426 • (661) 722-6300

October 31, 2013

To Senate Executive Committee

I am interested in filling the immediate vacancy on the Program Review committee. I feel I have the required skills along with the desire and time to serve on this committee. For the past seven years I have been chair of the Associate Degree Nursing program planning and evaluation committee which requires attention to detail, organization, outcome analysis, and program review. I am proficient at collecting and analyzing program data, reviewing and comprising reports, and overseeing peer course reports. I work very well with people and within team settings. I feel I could make a worthwhile contribution to the college by serving on this committee. Thank you for considering me for this position.

Sincerely,

Bonnie Curry

Assistant Professor, Associate Degree Nursing

Health Science Division



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**Re: CALL - Senate Representative for Peer Evaluation Team - Deadline  
11/1/13**

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Cynthia Kincaid <ckincaid@avc.edu>

Thu, Oct 31, 2013 at 11:42 AM

To: Nancy K Masters <nmasters@avc.edu>

I am interested in serving on this committee. Thank you. ck

**Antelope Valley College**  
Cynthia Kincaid  
Professor of Digital Media

661-722-6386 <ckincaid@avc.edu>

On Tue, Oct 29, 2013 at 3:37 PM, Nancy K Masters <nmasters@avc.edu> wrote:

Dear Full-time Faculty Members,

A friendly reminder, the Academic Senate is in need of a Senate Representative to serve on a Peer Evaluation Team. The appointment is for a one-semester term, for a one-year temporary full-time faculty evaluation.

If you are a tenured faculty member interested in serving on this committee as a Senate Representative, please forward a letter of interest to the Senate Executive Committee by this *Friday, November 1, 2013*. Please forward the letter electronically to [nmasters@avc.edu](mailto:nmasters@avc.edu).

Thank you in advance for your time and consideration.

Respectfully,

Nancy Masters  
Academic Senate Coordinator





ANTELOPE VALLEY COLLEGE

Application for Academic Ranking

Name: Casey Scudmore

Date: 10/3/13

My current Academic Rank: [X] Instructor [ ] Assistant Professor [ ] Associate Professor

A. When hired, what degree did you hold?

Degree: MSN

Academic Rank at Previous College:

Name of College: Rank:

B. Please refer to the criteria and mark appropriate box(es). In addition, provide the required evidence for the Academic Rank you are requesting:

Assistant Professor

- [ ] Additional number of upper division or graduate units\* or
[ ] Additional training hours\* or certification in occupational experience or
[ ] Professional achievement

Associate Professor

- [ ] Additional number of upper division or graduate units\* or
[ ] Additional training hours\* or certification in occupational experience or
[ ] Professional achievements

Professor

- [X] Additional number of upper division or graduate units\* or
[ ] Additional training hours\* or certification in occupational experience
[ ] Professional achievements

\* For the first two bullets of each rank, a combination of units and hours can be used (10 hours = 1 semester unit). Units can be accumulative (i.e. Assistant Professor (six units) to Associate professor (additional 3 units = 9 units.)

\*\*Additional degree obtained after the date of initial hire from an accredited institution allows a tenured faculty member to apply for ranking of Professor regardless of current placement.

C. Certification: "I certify that the above information is true and correct."

Casey Scudmore Casey Scudmore 10/3/13
Faculty Signature Print Name Date

Senate Approval Date:

Academic Senate President: Signature

College President: Signature