



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING**

AGENDA

**November 20, 2014
2:30 p.m. – 5:30 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
November 6, 2014 Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
 - a. Outcomes Committee Report – Dr. Fredy Aviles
 - b. Accreditation Report – Tina McDermott
 - c. Tenure Review Report – Dr. Liette Bohler
6. REPORTS ON ACTION ITEMS AND IMPLEMENTATION
7. ACTION ITEMS
8. DISCUSSION ITEMS
 - a. Senate Constitution Proposal
9. INFORMATIONAL ITEMS
10. SENATE ADMINISTRATIVE BUSINESS
 - a. Minimum Qualification and Equivalency Review – Music (attachment)
 - b. SPBC HR Subgroup – Faculty Representative
 - c. By-Laws Task Force
11. ANNOUNCEMENTS

January 15 – 16, 2015	CTE Curriculum Academy	Anaheim Marriott Suites, Garden Grove
February 20 – 21, 2015	Accreditation Institute	San Mateo Marriott San Francisco Airport
March 13 – 14, 2015	2015 Academic Academy	Westin South Coast Plaza, Costa Mesa
April 9 – 11, 2015	2015 Spring Plenary Session	Westin, San Francisco Airport
June 11 – 13, 2015	Faculty Leadership Institute	San Jose Marriott
July 9 - 11, 2015	2015 Curriculum Institute	Double Tree, Orange
12. ADJOURNMENT

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING

MINUTES

November 20, 2014
2:30 p.m. – 5:30 p.m.
SSV-151

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

1. CALL TO ORDER AND ROLL CALL

The Academic Senate Meeting of September 20, 2014 was called to order at 2:31 p.m. by Dr. Ed Beyer, Academic Senate President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

- Dr. Beyer reported just returning from Fall 2014 Plenary. He is looking into some items regarding the Brown Act.
- Dr. Beyer reported the [Academic Senate for California Community Colleges \(ASCCC\) Fall Session Resolutions](#) that were adopted on November 15, 2014 are posted online.
- Dr. Beyer reported the California Community Colleges (CCC) [Online Education Initiative \(OEI\)](#) is a huge vehicle coming down the line that Antelope Valley College (AVC) should get in line with.

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. Irit Gat reminded members of the email distributed announcing the Opening Day keynote speaker. She expressed her hopes to see all faculty there, and asked senators to share the invitation with constituents.
- Dr. Glenn Haller reported possible changes to the proposed changes to Title 5. He noted that approval of the changes would mean the elimination of the Accrediting Commission for Community and Junior Colleges (ACCJC) as the sole accrediting agency allowed to be used by community colleges.

4. APPROVAL OF MINUTES

- a. November 6, 2014 Academic Senate Meeting (attachment)

A motion was made and seconded to approve minutes of the November 6, 2014 Academic Senate meeting.

Motion carried with corrections; one (1) abstention.

5. REPORTS (5 minutes maximum)

- a. Outcomes Committee Report – Dr. Fredy Aviles

Dr. Fredy Aviles presented the Outcomes Committee report – see attachment. Dr. Beyer advised Dr. Aviles to bring recommendations for a revised mission statement to the Senate first.

b. Accreditation Report – Tina McDermott

Ms. Tina McDermott presented the Accreditation report – see attachment. Ms. McDermott reported the functionality of the new Accreditation Committee is going well. Deadlines are set. Standards 1, 2 and 3 are on track; Standard 4 had delays. She is communicating with divisions about the faculty role with accreditation. Ms. McDermott will work on drafts, evidence and committee work this winter, with a goal to have a readable rough draft in Spring 2015. She plans to attend two additional conferences next year.

c. Tenure Review Report – Dr. Liette Bohler

Dr. Liette Bohler presented the Tenure Review report – see attachment.

Dr. Bohler reported the hiring of 13 new full-time faculty members and several adjunct faculty members. The Union and Academic Senate held a 3-day orientation for full-time faculty on August 12-14, 2014. Thirteen (13) new Tenure Review Committees were created, to bring the total number of Tenure Review Committees to 21. Replacements on two committees and a new Dean added to the need for additional orientation sessions. Dr. Bohler conducted a total of seven mandatory orientations. She reported all committees have been able to adhere to the required timelines.

Dr. Bohler explained Deans are in charge of adjunct evaluations. She met with Dr. Meeta Goel and R. Bonnie Suderman regarding changes in the tabulation. Dr. Suderman is looking into a pilot scantron program.

Dr. Bohler reported that several faculty members asked about a Tenure Review Committee as outlined in the Senate Constitution. Dr. Beyer will agendize the establishment of a Tenure Review Committee Task Force at the December 4, 2014 Senate meeting. The task force will address all issues and make recommendations on how to move forward.

Dr. Susan Lowry noted Dr. Bohler should be on the new task force. It was suggested that Mr. Justin Shores serve on the task force. Dr. Beyer explained the group should be made up of senators, but to bring names forward of those outside the Senate who can make a contribution.

6. REPORTS ON ACTION ITEMS AND IMPLEMENTATION

BS in Airframe Manufacturing Technology

Dr. Beyer reported 36 California community colleges have submitted intent to compete for the pilot program to launch bachelor's degree programs in vocational fields. He explained the Antelope Valley College (AVC) application for a baccalaureate in Airframe Manufacturing Technology is unique, and the aerospace industry is extremely excited and supportive of the opportunity.

7. ACTION ITEMS

8. DISCUSSION ITEMS

a. Senate Constitution Proposal

Dr. Beyer led discussion regarding edits to the draft Senate Constitution Proposal.

*A motion was made and seconded to allow non-Senators to participate in discussion.
Motion carried.*

Dr. Beyer will make the recommended edits and corrections and bring the proposal back as an action item at the December 4, 2014 Senate meeting. After the December 4 meeting, senators will solicit feedback from divisions. A comprehensive executive summary, the proposal and a feedback form will be sent to faculty. The proposal will be addressed at a Spring 2015 Opening Day workshop. Dr. Beyer will attend each division meeting and ask for suggestions. Dr. Beyer will create a forum to document suggestions.

The Senate Constitution By-Laws Task Force will begin working on the by-laws.

9. INFORMATIONAL ITEMS

10. SENATE ADMINISTRATIVE BUSINESS

- a. Minimum Qualification and Equivalency Review – Music (attachment)
A motion was made and seconded to approve the Minimum Qualification and Equivalency request for Music.

Dr. Berkely Price explained other community colleges have the same equivalency.
Motion carried with one (1) abstention.

- b. SPBC HR Subgroup – Faculty Representative
A motion was made and seconded to ratify the appointment of Maria Clinton as the faculty Representative for the SPBC HR subgroup.
Motion carried with one (1) opposition.

- c. By-Laws Task Force
Dr. Beyer asked Senators including the Senate Exec to consider serving on the Senate Constitution By-Laws Task Force. Volunteers included Dr. Glenn Haller, Dr. Matthew Jaffe, Dr. Irit Gat and Elizabeth Sundberg. Item tabled for action at the December 4, 2014 Senate meeting.

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12. ADJOURNMENT

MEMBERS PRESENT			
Dr. Ed Beyer	Dr. Jessica Harper	Karen Lubick	Ken Shafer
Dr. Liette Bohler	MaryAnne Holcomb	Tina McDermott	Elizabeth Sundberg
Rosa Fuller	Dietra Jackson	Dr. Zia Nisani	Larry Veres
Dezdemonna Ginosian	Dr. Matthew Jaffe	Catherine Overdorf	
Dr. Glenn Haller	Susan Knapp	Terry Rezek	
Jack Halliday	Jonet Leighton	Van Rider	
MEMBERS ABSENT			
Diane Flores-Kagan	Susan Snyder	Raul Curiel	
GUESTS/EX-OFFICIO			
Dr. Fredy Aviles	Magdalena Caproiu	Dr. Irit Gat	Dr. Susan Lowry

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Approved: December 5, 2014 Senate Meeting

Outcomes Committee Senate Report for November 20, 2014

Since summer 2014, the Outcomes Committee has accomplished the following:

- Held FPD: The value of a degree: The Value of a Degree (Friday 10/03, 9 am to 12 pm, LH 102): The session was attended by 6 individuals including the presenter. The event was a repeat of the FPD given at welcome back. It was poorly attended but featured lively discussion.
- Approved SLO revisions for: ACCT 115, ACCT 121, BIOL 110, BUS 121, CA 103, CA 151, CHEM 101, CHEM 102, CHEM 120, CHIN 101, COMM 103, COMM 107, COMM 114, COMM 116, COMM 215, CT 100, DFST 101L, DFST 201L, DFST 204, DFST 205, ENGL 090, ENGL 095, ENGL 097, ENGL 099, ENGL 111, ENGL 112, ENGL 265, GEOG 205, GER 202, HIST 110, HIST 111, HIST 113, KIN 101, KIN 115, KIN 128, KIN 193, KIN 194, KIN 195, LAC 020, MATH 230, MGT 101, MKTG 112, MOA 101, READ 095, READ 099, AERO 120, AERO 121, AGRI 100, AGRI 104, AGRI 110, AGRI 134, AGRI 230, AGRI 234, ART 101, ART 110, ART 140, ART 210, AUTO 276, BIOL 120, CFE 114, CFE 120, COMM 105, COMM 112, CT 102, CT 114, CT 212, CT 222, DFST 102L, ENGL 111, ENGL 221, ENGL 222, ENGL 225, ENGL 227, ENGL 240, ENGL 242, ENGL 246, KIN 135, MATH 065, MATH 070, MATH 102, MATH 140, MATH 250, POLS 101, AERO 230, AERO 231, AERO 240, AERO 241, ANTH 101L, ART 102, ATH 102, AUTO 100, AUTO 101, AUTO 110, AUTO 111, AUTO 112, BIOL 100, BUS 201, CIS 157, CIS 161, CIS 175, COMM 101, COMM 219, ENGL 113, ENGL 230, ENGL 231, ENGL 235, ENGL 236, ENGL 250, ENGL 253, ENGL 256, ENGL 257, ENGL 259, ENGL 279, ENGL 299, FTEC 141, FTEC 144, FTEC 149, FTEC 295B, FTEC 295BL, GEOG 201, HE 101, HIST 112, HIST 114, HIST 115, HIST 118, HIST 119, JOUR 121, KIN 111, KIN 140, KIN 155, KIN 160, KIN 180, KIN 205, POLS 203, SOC 101, SOC 112
- Approved PLO revisions for programs: Professional Bookkeeping, Certificate of Achievement, Psychology AA-T
- Approved SLOs for new courses: ESL 050X, ESL 053DM 146, DM 146L, MATH 105, MATH 128, NS 200A, PHTC 246, PHTC 246L, SPAN 203, SPAN 210SS, SPAN 220 SS, THA 115A, THA 115B, THA 116A, THA 117A, THA 117B, THA 118A, THA 118B, THA 121A, THA 121B
- Approved PLOs for new programs: SPAN AA-T, ECON AA-T, GER AA
- Discussed SLO/PLO data action plan reporting: Dr. Fredy Aviles (Co-chair)
The Outcomes Committee voted for the official language for its reporting guidelines:

Outcomes Reporting Guidelines

Reporting Cycle: October 1 – September 30

Data: All outcomes (SLO/PLO/OO) will be assessed and data entered into Weave each reporting cycle no later than two weeks after the end of the spring term. All intersession data will be entered in the current reporting cycle. All summer data will be entered into the following reporting cycle.

Action Plan: The minimum requirement is that each course, program, and operational area enters one action plan in Weave each reporting cycle no later than September 30th.

- Discussed college mission, and EMP priorities: Dr. Meeta Goel presented the program review presentation regarding the college wide discussion on the college mission and how it relates to the Education Master Plan. It was decided that our institution should focus on Education Master Plan number 1, 3, and 4 as they are critical to our success and should be kept in mind when reviewing the committee mission. Dr. Meeta Goel mentioned that at the past college wide planning meeting the college mission statement was discussed as there are currently four versions of the college mission in publication. Efforts were made to revise the mission so only one would exist from now on and would only be reviewed and revised if needed rather than our current practice of revising it annually.
- Discussed Outcomes Committee mission: A discussion took place regarding the appropriateness of the previously written mission statement for the Outcomes Committee and how it directly relates to the college mission. After a review of the mission, the committee agreed the second sentence should read: This is accomplished through embedding comprehensive, quality outcomes; their implementing; analyzing resulting findings; and action planning into the campus culture in order to document evidence of student learning. This item will return for further discussion and a potential action to approve the mission for the committee.
- Discussed Outcomes Committee website: A motion was made and seconded to add a professional development page to the Outcomes Committee website. Dr. Aviles indicated that several requests from faculty have been made to add the PowerPoint presentation from the various Outcomes Committee professional development meetings to the Website for easy reference. The committee was in agreement that a new page should be added to the Website that lists upcoming professional development opportunities along with past meetings and their corresponding PowerPoint. They also agreed to title the page Presentations in the left column.

Accreditation Update

Tina Leisner McDermott, M.A.
Instructor, Communication Studies
Accreditation Coordinator
Antelope Valley College
(661)722-6300 x6144

November 20, 2014 – Academic Senate
Tina McDermott
Accreditation Report

3 Things to Report On:

1. Status of preparation for 2016 Self Study
 - a. We reached the first deadline where each team was to present me with rough outlines of responses to the standards. Stds 1, 2, and 3 are on track, but Std. 4 has had some delays for a variety of reasons, and we are rescheduling their deadline for early January.
 - b. The next step is a more fleshed out outline with some evidence links.
 - c. In each meeting, we are identifying potential gaps or problems in answering the standard, as well as exploring ideas to improve our practices.
 - d. This is going to have an expanding effect on the campus
2. Functionality of new committee structure
 - a. So far, so good
 - b. There is a lot of commitment from team members
 - c. We will continue to evaluate and improve as we go along
3. Communication on campus
 - a. I've attended several division meetings re faculty's role in accreditation
 - b. Great response so far
 - c. More in the Spring
 - d.
4. New standards
 - a. I attended a webinar
 - b. Will attend 2 more conferences next year
5. In Winter session

- a. Will continue to develop the drafts, gather evidence
- b. Meet with committees as needed

6. Goal

- a. To have a rough draft by Spring 2015

Antelope Valley College

Tenure Review

November 20, 2014

To: Dr. Ed Beyer, Academic Senate

From: Dr. Liette Bohler, Tenure Review Coordinator

Re: Report to Senate

Thanks to prop 30, AVC is hiring again.

We hired a total of 13 new faculty members for the 2014-15 academic year. Last year, in 2013-14, we hired 3 new tenure-track faculty.

We had an orientation for the new faculty.

The senate, together with the faculty union, organized a 3-day orientation for all the new full-time faculty members from August 12-August 14. On the first day of the orientation, I gave a 2-hour introduction to the tenure review process at AVC to our new faculty members.

We also hired a number of new adjunct faculty members. The human resources office organized a 2-hour new adjunct faculty orientation, which was attended by 20 instructors. I gave a short orientation on the evaluation process for adjunct faculty.

To accommodate our 13 new faculty members, I formed, with the help of the Senate and the deans, 13 new tenure review committees and identified the chairs of these new committees.

In addition to these 13 first-year committees, we have 3 second-year committees, 4 third-year committees, and 1 fourth-year committee, which brings up the total of tenure review committees to 21.

One person on a third-year committee in fire-tech retired and needed to be replaced. Another committee member of a 2nd year committee in counseling also needed to be replaced by a new member. And because of the college reorganization, 3 committees ended up with a new dean. In keeping with the contract, at the beginning of the fall semester, I met with those committees that had a change in its committee make-up, to review the status of the process, and to review previous reports, suggestions and recommendation. All in all, there were 5 such committees.

Also, according to the contract, the tenure review coordinator is to conduct mandatory orientations of the evaluation and tenure process for the tenure review committees. I offered 7 different orientation sessions between August 25th and 29th and ensured that all 37 faculty members and 5 deans who were new on a committee attended one of the sessions.

During the course of the fall semester, one faculty member, who is in the tenure-track process in his third year, fell ill and resigned from his duties for the rest of the semester.

So far, all committees were able to adhere to the required timelines that I set in agreement with the VP of Academic Affairs and the union president at the beginning of each academic year. Changes in the work schedules occurred and the appropriate paperwork was filed with me.

The unsigned draft of the contract faculty evaluation reports are due to the tenure review coordinator on December 1st. I have already received one draft and evaluation package 2 days ago, which makes it 2 weeks before the due date!

Also, all through the semester, I answered e-mails and phone calls from probationary faculty and committee members to explain procedures, forward tenure review forms, reply to questions, and generally assist with the process.

I also often get e-mails from tenured faculty and adjunct faculty, who are undergoing evaluation and I answer their questions. I always inform them that I am not coordinating their evaluations, that I am not “in charge”.

It is the dean of their division who is in charge of their evaluations. However, I do help them interpret the contract language and I answer any questions they might have regarding their evaluation process.

I met with Dr. Meeta Goel and Dr. Bonnie Suderman to discuss changes in the tabulation process of the student evaluations. Dr. Suderman is in favor of implementing a Scantron system. She told me at the beginning of the semester that she would like to implement a pilot program for the Scantrons and that she would ask the deans for volunteers. I have not heard anything more about this process and I will follow up with her in December.

From what I can tell from old documents, it seems like the last time that the tenure and review policies were reviewed was from 2007-2009. In fall 2009 the new forms were used and the new policies were implemented. 3 people worked on the new policy: Sharon Lowry, the former VP of academic affairs, Debra Olsen-Tolar, the former tenure review coordinator, and Heidi Preschler, the former union president. Even though it says in the “Academic Senate Operating Procedures Handbook” that the tenure review coordinator will, in consultation with the VP of Academic Affairs and the Senate President, “submit recommendations for revisions of policy to Tenure and Review Committee”, there is no such mention in our contract.

That said, it also says in the Senate Handbook under Article XI on committees, in section 1. The Senate shall have the power to create such committees as it deems necessary and such committees shall be known as “Senate Standing Committees”. Members will be appointed by the Senate from within the Senate, or if desired, from outside the Senate. (See AVC Senate Committees). Or the Senate might want to form a task force.

It was then decided to form a task force.

As you review the proposed Constitution, please keep the following in mind.

The first thing you may notice is that the Task Force is proposing the creation of both a Constitution and a set of Bylaws. The Task Force utilized the following three assumptions as a foundation for taking this approach and beginning the discussion.

A constitution serves as a written definition and expression of the organization itself. It covers the nature of the organization, its reason for being, its membership and broad fundamentals of its organization and operations.

The bylaws are created as a set of rules for day-to-day operations based on the foundational principles of the constitution. The bylaws are significantly more specific and provide more exacting guidelines than a constitution. It could be said that a constitution provides the structure, definition and backbone of an organization, while the bylaws are the rules by which the organization is governed.

Constitutions and bylaws are also differentiated by several key characteristics. A constitution should be fundamental, contain comprehensive organizational information and be very straightforward. It should also be relatively difficult to amend. Bylaws, on the other hand, are governed by the constitution, provide specific procedural rules, and should be complete and also easy to amend in case additional policies or changes are required.

Many of the challenges we have been experiencing were directly caused by ambiguous, and sometimes non-existent, process definitions and the bulky nature in changing the Constitution.

The Task Force fully appreciates how difficult it should be to actually change the underlying workings of the Senate. However, there are things that by their very nature change, and those will be placed in the Bylaws so we can stay up-to-date and in some cases, legal.

Other major changes that the Task Force has proposed:

- Presidential Succession
- Provisions for removal and recall of Senate positions.
- Executive Committee position renaming
- Ability for any faculty member to nominate any faculty member for an Executive Committee position (though the Senate still retains the power to make the final selection)
- Elimination of the Senator at Large position
- Ability to name Area Representatives if necessary (i.e. Library Representative)
- Addition of a second Adjunct Representative
- Move beginning and ending dates for term of offices (to Beginning of School year until the day before the Beginning of the School year)

ANTELOPE VALLEY COLLEGE ACADEMIC SENATE CONSTITUTION

1.0 Name of the Organization

1.1 The name of this organization shall be: The Antelope Valley College Academic Senate.

2.0 Purpose

2.1 The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters.

2.2 The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college in accordance with its authority.

3.0 Authority

3.1 The authority of the Senate shall include, but is not limited to policies and practices as specified in Title 5, Chapter 2, Section 53200, Board Policy 2510 Participation in Local Decision-making, Academic Senate, 3 which states:

(3) Rely Primarily---The Board of Trustees of Antelope Valley College will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (1) Curriculum, including establishing prerequisites
- (2) Degree and certificate requirements
- (3) Grading policies
- (4) Education program development
- (5) Standards or policies regarding student preparation and success
- (8) Policies for faculty professional development activities

3.2 The Governing Board is also required to rely primarily on the advice and judgment of the Academic Senate in establishing policies and procedures for Faculty Hiring Criteria (Ed. Code 87360 (b) and (c), Equivalencies to Minimum Qualifications (Ed. Code 87359 (b) and Administrative Retreat Rights (Ed. Code 87458 (a)). These areas may also have collective bargaining aspects.

3.3 Mutual Agreement---The Board of Trustees will come to mutual agreement with the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (6) District and college governance structures, as related to faculty roles.
- (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports
- (9) Processes for program review
- (10) Processes for institutional planning and budget development
- (11) Other academic and professional matters as mutually agreed upon

3.4 If any of the authority in this section regarding the Senate shall be changed by the state this section shall be updated accordingly without the amendment process.

4.0 Defined Terms

4.1 Regular Faculty

4.1.1 “Regular Faculty” shall mean all full-time faculty employed by Antelope Valley College.

4.2 Senate Eligibility

4.2.1 Only tenured regular faculty or those probationary regular faculty in their third or fourth year shall be eligible to serve on the Senate, with the exception of the Adjunct Representatives in accordance with §206.0.

4.3 Composition of Senate

4.3.1 The Senate will consist of:

- President
- Vice-President
- First Executive Officer
- Second Executive Officer
- Division Representatives
- Non-Division Area Representatives
- Adjunct Representatives
- Legislative Liaison
- Ex-Officio Members

4.4 Senate Positions

4.4.1 The Senate Positions are:

- President
- Vice-President
- First Executive Officer
- Second Executive Officer
- Division Representatives
- Non-Division Area Representatives
- Adjunct Representatives
- Legislative Liaison
- Committee Chairs, co-Chairs and Coordinators

4.5 Executive Committee

4.5.1 The Executive Committee shall serve as an advisory group to the Senate and other groups regarding the creation, implementation and oversight of major Senate activities.

4.5.2 The Executive Committee shall have power to act as the full Senate in accordance with §110.0

- 4.5.3 The composition of the Executive Committee shall be:
- President
 - Vice-President
 - First Executive Officer
 - Second Executive Officer
- 4.5.4 There shall be no more than two members of the Executive Committee from the same Division or Area.

4.6 Voting and Balloting

4.6.1 For purposes of this Constitution:

- 4.6.1.1 Regular Voting shall mean the procedure used when voting on matters required in conducting regular Senate business.
- 4.6.1.2 Special Voting shall mean the procedure used when conducting elections by a specified group.
- 4.6.1.3 Open Balloting shall mean the procedure used when voting by secret ballot on matters decided on by the Senate representatives.
- 4.6.1.4 Amendment Balloting shall mean the procedure used when voting for the purpose of amending this Constitution by full vote of regular faculty.

4.6.2 Unless specified otherwise, a simple majority of those eligible to vote shall be required for passage.

4.6.3 Procedures for all voting and balloting shall be done in accordance with Bylaws §x

4.7 Representative's Voting Privileges

4.7.1 Only the President, Vice-President, First Executive Officer, Second Executive Officer, Division Representatives, Non-Division Area Representatives and Adjunct Representatives, or their duly named Proxies may vote on any action item that comes before the Senate.

4.8 Proxies

4.8.1 A Proxy is any non-elected Senate representative who is eligible to serve on the Senate according to §4.2, and is named specifically for the purpose of carrying out the duties and responsibilities of an elected Senator during that Senator's absence and shall be entitled to all Constitutional privileges during that period.

4.8.2 A Proxy shall be named in writing by the Division or Area for each elected representative.

- 4.8.2.1 Each Division or Area may submit the names of standing proxies equal to the number of their allotted elected Senate Representatives.
- 4.8.2.2 If there is no standing proxy on record, the Division or Area may submit the name of a proxy at any time, but that name must be submitted no later than one hour before declaration of a quorum.
- 4.8.2.3 A Division or Area may change a proxy at any time, provided that change is submitted in writing.
- 4.8.3 Members of the Executive Committee shall not be allowed to name or use a Proxy.
- 4.9 Representative Vacancy
 - 4.9.1 A representative vacancy may be declared in writing by the resigning representative, the division or area, by three consecutive absences in accordance with §204.5 or by removal in accordance with §204.6.
 - 4.9.2 For purposes of declaring a quorum, a vacancy shall exist only if there is no named proxy in writing for the vacated representative at the time of the quorum determination.
- 4.10 Long-term absence
 - 4.10.1 Long-term absence shall be considered any absence of more than six months, including, but not exclusive to: illness, sabbatical, reassignment outside the area or personal leave.
- 4.11 Terms of Office
 - 4.11.1 A School Year shall be defined as the period from the first day of classes of the Fall Semester until the day before the first day of classes of the following Fall Semester
 - 4.11.2 The President, Executive Committee and Elected representative's terms of office shall commence on the first day of the school year following election.
 - 4.11.3 An Executive Committee member's term shall be one year following election and shall end on the day before the first day of the next school year.
 - 4.11.4 The President's term shall be three years following election, with the exception of a President who has taken office in accordance with §107.0 whose term shall end on the day before the first day of the school year following the elected term.
 - 4.11.5 A Division, Area or Adjunct Representative's term shall be two years following election and shall end on the day before the first day of the school year following the elected term.
- 4.12 Quorum

- 4.12.1 A quorum shall be required for all official actions of the Senate.
- 4.12.2 A quorum shall be declared when a simple majority of all Senators who hold voting privileges are physically present.
- 4.12.3 Duly named proxies shall be used in the determination of the quorum number.
- 4.12.4 Vacancies shall not be used in the determination of the quorum number.
- 4.13 In writing
 - 4.13.1 When something must be delivered “in writing,” this shall mean either a printed, physical document or an electronically generated document which can be printed.
- 4.14 For the purposes of this Constitution, a simple majority shall be any number greater than 50 percent.

Article I – OPERATIONS

100.0 Meetings

- 100.1 The Senate shall meet twice each month of the Fall and Spring semesters as determined by Bylaws §xxxx.
- 100.2 Other meetings may be held when deemed necessary by the Senate or its officers as determined by Bylaws §xxxx.
- 100.3 All operations of the Senate shall remain within the dictates of the Brown Act, or any other legislation that supersedes or subordinates the Brown Act’s powers.
- 100.4 All members of the faculty, Board of Trustees, administration, staff, student body and public may attend any regular meeting of the Senate.
- 100.5 Executive Committee members may attend Executive Sessions. All others may, but only by invitation of the President, Executive Committee or by a majority vote of the Senate.
- 100.6 A quorum as defined in §4.12 shall be required for all official actions of the Senate.

101.0 Committees and Task Forces

- 101.1 The Senate shall have the power to create such committees and task forces as it deems necessary.
- 101.2 Committees shall be created for long term, on-going operations within the purview of the Senate, and shall be known as “Senate Standing Committees.”
 - 101.2.1 Committees shall be created by a two-thirds regular vote of the Senate.

101.2.2 Membership of Standing Committees shall be determined in accordance with Bylaws §xxx

101.2.3 Chairs and Coordinators of Standing Committees and their duties shall be determined in accordance with Bylaws §x

101.2.4 When determined appropriate by Bylaws §xxx, Committees shall be terminated by a two-thirds regular vote of the Senate.

101.2.5 When determined appropriate by Bylaws §xxx, Chairs and Coordinators of Standing Committees may be removed by a two-thirds regular vote of the Senate.

101.3 Task forces shall be created for short-term, focused projects of the Senate.

101.3.1 The need for task forces shall be determined by the President and Executive Committee. Those task forces shall be convened after Senate's notification.

101.3.2 Membership of a task force shall consist of only Senate members, with the exception of "experts" deemed necessary to the project and approved by the Senate.

101.3.3 Task forces shall be terminated by the President after notification of the Senate.

102.0 Honors, Awards and Ranking

102.1.1 The Senate may bestow any Honor or Award it deems proper. Such honors or awards, and the procedures for determining the recipients must be placed in the Bylaws.

102.1.2 The Senate shall be the sole determining body regarding Academic Ranking.

102.1.2.1 Procedures for Academic Ranking shall take place in accordance with Bylaws §xxxx

102.1.3 Any state honor or award in which the Senate is granted power to select a candidate from the institution shall take place in accordance with Bylaws §xxxx

103.0 Senate Procedures

103.1 Operating Procedures

103.1.1 The Senate, during and after consultation with the administration, may present its views and recommendations directly to the Board of Trustees. (Title 5 §53203, Subsection C)

103.1.2 Copies of the Senate minutes and communications shall be available to the public by methods as specified in the Bylaws.

103.1.3 A petition containing the signature of 20% of the total regular faculty must be presented to the Senate Executive Committee to allow a review by the regular faculty on any Senate action.

103.1.3.1 Any review shall take place in accordance with Bylaws §xxxx

104.0 Voting and Balloting

104.1 Regular Voting

104.1.1 On any action coming before the Senate, with the exception of those specifically noted in this Constitution, a simple majority of the Senators present, provided a quorum has been called, shall be used to approve or reject said action.

104.1.1.1 The President may use any or all of the following voting methods: Voice, Standing, Roll Call or Show of Hands to determine the outcome of the vote. The President shall not use General Consent.

104.1.1.2 If a proper motion is made and approved, a regular vote by the Senate may be done using Open Ballot procedure.

104.1.1.3 Unless otherwise specified in this Constitution, the President shall determine which voting method is to be used, and in what order.

104.2 Special Voting

104.2.1 Should a Special Vote be required by this Constitution, the voting shall be held using procedures in accordance with Bylaws §x.

104.2.2 The person elected by a Special Vote will be the individual who receives the greatest number of votes.

104.2.3 There is no percentage-of-votes threshold necessary for election.

104.2.4 There is no minimum number of votes necessary to be cast for a legal election.

104.3 Open Balloting

104.3.1 Should Open Balloting be required by this Constitution, the voting shall be held using procedures in accordance with Bylaws §x.

104.3.2 The person elected by an Open Ballot will be the individual who receives the greatest number of votes.

104.3.3 Fifty percent of those present and eligible to vote must cast a ballot for there to be a legal election.

105.0 Amending the Constitution

105.1 Amendments to this constitution may be proposed by a simple majority of all Senators eligible to vote.

105.2 Procedures for proposal and balloting on Amendments shall be done in accordance with Bylaws §x

105.3 A simple majority vote of the total regular faculty shall be required to amend this constitution.

105.4 Should changes be made in the Bylaws which change the numbering of a section or Article which this Constitution specifically cites, that numbering, and only that numbering, may be changed to conform to the new numbering of the Bylaws without having to go through the Amendment procedure.

106.0 Amending the Bylaws

106.1 Proposed amendments to the Bylaws shall be submitted and approved for possible action by a simple majority of all Senators eligible to vote.

106.2 The Bylaws shall be amended by a regular vote of two-thirds of those Senators eligible to vote.

107.0 Succession

107.1 Presidential Succession

107.1.1 In the event of resignation, death, recall or long-term absence of the President, the Vice-President will immediately assume the duties of the President and shall serve a term that ends the day before the first day of classes of the following Fall Semester

107.1.2 Long-term absence of the President that necessitates succession shall be determined by the Executive Committee and must be approved by a two-third regular vote of the Senate.

107.1.2.1 Should there be a need for a Presidential succession, the election for the next President shall take place at a regular Senate meeting in accordance with Bylaws §x by Open Ballot in accordance with §104.3.

107.1.3 Succession shall take place in accordance with Bylaws §x

107.2 Executive Committee Succession

107.2.1 In the event of resignation, death, Presidential succession or long-term absence of a member of the Executive Committee, the President shall immediately send a call to all regular faculty for nominees to fill the position for the remainder of the term.

107.2.2 The election shall take place by Open Ballot at the next Senate meeting no sooner than one week following the call.

107.2.3 Succession shall take place in accordance with Bylaws §x

107.3 Representative Succession

107.3.1 In the event of resignation, death or long-term absence of a Division Representative, Non-Division Area Representative or Adjunct Representative, the named proxy, if any, shall immediately become the interim representative until the Division elects a new representative in accordance with §x.

107.3.2 If there is no named proxy, that seat shall remain vacant until the Division, Non-Division Area or Adjunct faculty elects a new representative.

107.3.3 Succession shall take place in accordance with Bylaws §x

107.4 Chair and Coordinator Succession

107.4.1 In the event of resignation, death, recall or Long Term Absence of a Chair or Coordinator of a Standing Committee, the President shall immediately send a call to all regular faculty for nominees to fill the position for the remainder of the term.

107.4.2 The election shall take place by Open Ballot at the next Senate meeting no sooner than one week following the call.

107.4.3 Chair and Coordinator Succession shall take place in accordance with Bylaws §x

108.0 Recall and Removal

108.1 President

108.1.1 The Senate President shall be recalled if in the determination of two-thirds of all Senators who are eligible to vote there has been dereliction of duty, fraud, criminal practice, open violation of this Constitution, refusal or violation in carrying out proper Senate actions and/or any other infraction agreed upon by two-thirds of all Senators who are eligible to vote.

108.1.2 A petition containing the intent to recall the President shall be presented to the Senate to initiate recall proceedings.

108.1.2.1 The petition must contain the signatures of a simple majority of all Senators who are eligible to vote.

108.1.2.2 The petition must contain specific charges for recall.

108.1.3 Once the petition has been received, the Executive Committee must call for a Special Senate Meeting for receiving, discussion and possible action on the petition.

108.1.3.1 If the Executive Committee refuses to call such a meeting on a lawful petition, the petitioners shall then call the special Senate meeting.

108.1.3.2 During the Special Senate Meeting, the Legislative Liaison shall preside as non-voting Chair, provided that person is not a voting member of the Senate.

108.1.3.3 Should the Legislative Liaison be a voting member of the Senate, a Standing Committee co-chair who is not a voting member of the Senate shall preside as non-voting Chair. That co-chair must be agreed upon by 50 percent of all Senators who are eligible to vote. If no co-chair gains 50 percent assent, the most recent Past President who is not a voting member and is available to preside shall chair the meeting.

108.1.3.4 The Special Meeting must conform with §100.3 of this Constitution.

108.1.4 Recall of the president requires a two-thirds majority of all Senators who have voting privileges. The vote shall be taken by roll call vote.

108.1.5 Upon recall, the President shall be immediately replaced in accordance with §107.1

108.2 Co-chair, chair and coordinator

108.2.1 If, in the determination of the effective Bylaws sections and procedures, a co-chair, chair or coordinator of a Senate Standing Committee has been found to be eligible for removal, the Senate may do so by a two-thirds vote of all Senators eligible to vote.

108.2.2 When the proper recommendation for removal has been forwarded to the Executive Committee, the discussion and possible action must be placed on the Senate agenda at the next lawful Senate Meeting.

108.2.3 Removal requires a two-thirds majority of all Senators who have voting privileges. The vote shall be taken by roll call vote.

108.2.4 Upon removal, the chair, co-chair or coordinator's tenure shall immediately end and they shall be replaced in accordance with §107.4

109.0 Emergency Executive Powers

109.1 Should circumstances arise, because of the wording, ambiguity or silence of this Constitution, that prevent immediate action which two-thirds of the Senate deems necessary, the Senate may, by two-thirds vote, grant the President temporary powers to enact necessary measures to allow that immediate action until any Constitutional changes can be properly enacted.

109.2 The Senate authorization of the powers must be specific and give limits of the powers, which the President may not exceed. The powers cease with either a) the President informing the Senate in writing that the powers are no longer required b) ratification of

Constitutional changes that render moot the purpose of the powers being granted or c) a two-thirds vote of the Senate removing their consent. Under no circumstance may the powers be granted for any period of time greater than 180 days.

109.3 These powers shall permit the President to authorize, in consultation with the Senate Executive and through executive orders, direct actions and development of policies, up to and including superseding sections of the constitution, not exceeding the specifics and parameters as set by the Senate consent.

109.4 The Senate at no time may authorize the use of these powers to suspend in its entirety this Constitution nor allow the powers to continue beyond the 180 days.

109.5 Upon termination of the powers in accordance with §109.2, all executive orders cease in their authoritative powers, and all results of the executive orders will remain in effect unless counteracted or removed by this Constitution.

110.0 Out of Session Powers

110.1 During any period exceeding 10 days when regular Fall or Spring semester classes are not in session, the President and Executive Committee may take up and act upon any exigent issue which requires the Senate's immediate action.

110.2 Any action taken by the President and Executive Committee under §110.1 must be ratified by a simple majority of the Senate at the first regular Senate meeting following the action.

110.3 Any action which requires entering into a contract or any other binding, irrevocable agreement or which may terminate or have a majority of the action completed before the full Senate may ratify shall not be taken during this Out of Session period.

110.4 Any action not ratified under §110.1 shall have the effect of the action having been rejected, rendering the action void.

Article II - REPRESENTATION

200.0 President

200.1 The President must be a full-time, tenured member of the faculty.

200.2 The President's term shall be three years following election, and shall commence on the first day of the school year following election.

200.2.1 A President who has taken office in accordance with §107.1 shall have their term begin immediately and it shall end the day before the first day of classes of the next Fall Semester.

200.3 The President shall not be elected to more than two consecutive full three-year terms, and must wait at least the equivalent of one full three-year term after that second term ends before being eligible to be placed on the ballot for the position.

200.4 The President shall not hold any other position on the Senate other than those duties as specified in Bylaws §xx.

200.5 The President shall be elected at a regular Senate meeting in accordance with Bylaws §x in the final school year of the current President's term by Open Ballot in accordance with §104.3.

200.6 In the event of the President leaving office during the elected term, succession will take place in accordance with §107.1

200.7 The President shall represent the Senate to the Board of Trustees as well as the College Coordinating Council and shall insure the communication of Senate policies and sentiments to appropriate parties, along with other duties as specified in Bylaws §xx

201.0 Vice-President

201.1 The Vice-President shall be elected at a regular Senate meeting in accordance with Bylaws §x by Open Ballot in accordance with §104.3.

201.2 The Vice-President must be eligible to be President in accordance with §201.0.

201.3 The Vice-President term shall be one year commencing on the first day of the school year following election.

201.4 There are no term limits for a Vice-President.

201.5 The Vice-President shall not hold any other position on the Senate.

201.6 In the event of the Vice-President leaving office during the elected term, succession will take place in accordance with §107.2.

201.7 The Vice-President's duties and responsibilities are specified in Bylaws §xx.

202.0 First Executive Officer

202.1 The First Executive Officer shall be elected at a regular Senate meeting in accordance with Bylaws §x by Open Ballot in accordance with §104.3.

202.2 The First Executive Officer's term shall be one year commencing on the first day of the school year following election.

202.3 There are no term limits for a First Executive Officer.

202.4 The First Executive Officer shall not hold any other position on the Senate, with the exception of Legislative Liaison.

202.5 In the event of the First Executive Officer leaving office during the elected term, succession will take place in accordance with §107.2.

202.6 The First Executive Officer duties and responsibilities are specified in Bylaws §xx.

203.0 Second Executive Officer

- 203.1 The Second Executive Officer's shall be elected at a regular Senate meeting in accordance with Bylaws §x by Open Ballot in accordance with §104.3
- 203.2 The Second Executive Officer term shall be one year commencing on the first day of the school year following election.
- 203.3 There are no term limits for a Second Executive Officer.
- 203.4 The Second Executive Officer shall not hold any other position on the Senate, with the exception of Legislative Liaison.
- 203.5 In the event of the Second Executive Officer leaving office during the elected term, succession will take place in accordance with §107.2.
- 203.6 The Second Executive Officer duties and responsibilities are specified in Bylaws §xx

204.0 Division Representatives

- 204.1 Each division shall select their Senate representatives according to the formula as specified in Bylaws §x, and notify the Senate of those representatives in writing.
- 204.2 Each division representative shall serve a two-year term.
- 204.3 There are no term limits for a division representative.
- 204.4 In the event a division has not selected a representative, that seat will remain vacant until that division makes an appointment.
- 204.5 Upon a representative's third consecutive absence without a proxy present for a meeting of the Senate, the Senate President shall declare the seat vacant and notify the division or area faculty members. The division or area then has the option to choose a new Senate representative.
 - 204.5.1 On the third consecutive absence, the position may be declared vacant by the President for the determination of quorum.
- 204.6 In the event of a representative leaving office during the elected term, succession will take place in accordance with §107.3

205.0 Non-Division Area Representative

- 205.1 Should the faculty within a particular Area not be within a Division, and hence not eligible for representation under §204.0, the Area may name one representative to represent that area on the Senate.

205.2 The Area Representative must be eligible to be a representative on the Senate in accordance with §4.1

205.3 In the event of a representative leaving office during the elected term, succession will take place in accordance with §107.3

206.0 Adjunct Representatives

206.1 Two Adjunct Representatives shall be elected by the entire adjunct faculty to serve on the Senate.

206.2 Each adjunct representative shall have the same voting privileges as regular faculty Senators.

206.3 Adjunct Representatives shall be elected by Special Voting in accordance with Bylaws §x, with the top two vote-getters being elected.

206.4 The adjuncts with the third and fourth largest number of votes shall be the proxy for the adjunct Senate representatives.

206.5 Adjunct Representatives shall be elected to serve a two-year term so long as they maintain eligibility in accordance with Bylaws §x.

206.6 In the event of an Adjunct Representative leaving office or becoming ineligible in accordance with Bylaws §x during the elected term, succession will take place in accordance with §107.3

207.0 Ex-Officio Members

207.1 Ex-Officio Members of the Senate shall include:

207.1.1 Elected president of recognized certificated employee organizations

207.1.2 ASO student appointee

207.1.3 The most recent past Senate President for one year after term has ended.

207.2 No Ex-officio member shall be granted voting privileges unless allowed under the auspices of an elected position.

208.0 Legislative Liaison

208.1 The President shall appoint a Legislative Liaison for a two-year term.

208.2 There are no term limits for a Legislative Liaison.

208.3 The Legislative Liaison shall keep the Senate informed of matters before the state legislature and the statewide Academic Senate.

208.4 The Legislative Liaison shall explain and interpret this Constitution when required by the Executive Committee or full Senate.

208.5 The Legislative Liaison may also serve as an elected Representative, unless otherwise specifically prohibited, however the Liaison may not vote unless allowed under the auspices of the elected position

208.6 The Legislative Liaison's duties are specified in Bylaws §xx

Draft



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE

Minimum Qualification and Equivalency Review Form

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

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: 9-4-14

Jerry Rupp
Academic Senate Representative

[Signature]
Academic Senate Representative

Discipline Faculty:

Bob Pui
J. Hardey

[Signature]

Equivalency Committee Approval: J. Hardey 11/4/14
Equivalency Committee Chair Date

Member Initials: BCS [Signature] JR
J.M.

DISCIPLINE: MUSIC

MINIMUM QUALIFICATIONS:

MASTERS DEGREE REQUIRED

Master's degree in music OR bachelor's degree in music AND master's degree in humanities OR the equivalent

Proposed AVC Music equivalency:

Possession of an unexpired California Community College Instructor Credential in Music.

OR- Equivalency #1: Bachelor's degree in music plus at least 12 units of graduate course work completed in music and two years of professional music experience (such as, but not limited to: K-12 or college teaching; private studio teaching AND active membership in music organizations; performance as a professional soloist or ensemble member).

OR- Equivalency #2: Bachelor's degree in music plus five years of professional music experience (such as, but not limited to: K-12 or college teaching; private studio teaching AND active membership in music organizations; performance as a professional soloist or ensemble member).