



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
AGENDA
March 3, 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. February 18, 2016 Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
 - a. Legislative Liaison – G. Haller
 - b. Accreditation – T. McDermott
6. ACTION ITEMS
 - a. Basic Skills Committee – Faculty Representative, Vocational
 - Ty Mettler (CTE)
7. DISCUSSION ITEMS
 - a. Division Representation
 - b. Office of Students with Disabilities (OSD) – Testing of Students
 - c. BP and AP Reviews
 - d. Faculty Recognition Event – Dr. Irit Gat, Dr. Susan Lowry, Diane Flores-Kagan
 - e. Tenure Review and Faculty Self-Evaluation Form
8. INFORMATIONAL ITEMS
 - a. Equivalencies - Library Science (attachment)
9. SENATE ADMINISTRATIVE BUSINESS
10. ANNOUNCEMENTS

February 19-20, 2016	2016 Accreditation Institute	Marriott Mission Valley, San Diego
April 20-23, 2016	2016 Spring Plenary	Sacramento Convention Center
June 9-11, 2016	2016 Faculty Leadership Institute	Mission Inn, Riverside
July 7-9, 2016	2016 Curriculum Institute	Double Tree Hilton - Anaheim
11. ADJOURNMENT

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
March 3, 2015 Accreditation – T. McDermott Tenure Review – L. Bohler	March 17, 2016 Program Review – C. Eastin
April 21, 2016	May 5, 2016
May 19, 2016 Program Review – C. Eastin	

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.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Dr. Ed Beyer, Academic Senate President, at (661) 722-6306 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE

MEETING MINUTES

March 3, 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

The Academic Senate meeting of March 3, 2016 was called to order at 3:05 p.m. by Dr. Ed Beyer, Academic Senate President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

3. OPEN COMMENTS FROM THE PUBLIC

- Mr. Larry Veres reported an email was distributed by a Mr. Robert Rios Hernandez talking about guilty theft perpetrated by Administration. He charges money allocated for adjuncts is spent on administrator salaries. Dr. Tom O'Neil forwarded the letter to President Knudson to try and determine who the sender is.
- Dr. Irit Gat is taking donations for a basket from the Senate for Ms. Nancy Masters, in the loss of her mother. Dr. Susan Lowry noted the faculty union will make a contribution as well.
- Dr. Susan Lowry distributed a Rubric for the Rubric Concerning Students' Core Educational Competency in Reading Things In Books and Writing About Them. She encouraged members to read and distribute to divisions.
- Members expressed appreciation for Dr. Beyer's distribution of the recap of the previous senate meetings.
- Dr. Susan Lowry reported Carol Eastin will be sending minutes from the recent Union General Membership meeting.
- Dr. Liette Bohler noted confusion from emails received via **myAVC**, in not knowing the sender.
- Roderick Mendoza introduced himself as the new ASO Representative for the remaining of the semester.

4. APPROVAL OF MINUTES

- a. February 18, 2016 Senate Meeting (attachment)
*A motion was made by Dr. Zia Nisani and seconded by Ms. Susan Knapp to approve minutes of the February 18, 2016 Academic Senate meeting.
Motion carried unanimously with one (1) correction.*

5. REPORTS (5 minutes maximum)

- a. Legislative Liaison – G. Haller
Tabled.
- b. Accreditation – T. McDermott
Dr. Beyer read the accreditation update in Ms. Tina McDermott’s absence.
Self-Study deadlines are as follows:

April 11, 2016: deadline for revising, editing and resolving outstanding issues

- April 11 – May 8, 2016: proof-reading & publication formatting
- May 9, 2016: begins 30-day review period for campus via Academic Senate and Board of Trustees
- May 17, 2016: campus forum to answer questions from all constituents
- June 13, 2016: board approval
- July 2016: send report to ACCJC
- September 30, 2016: All-college planning retreat
- October 3-6, 2016 ACCJC team evaluator site visit

Quality Focus Essay:

- 1) 1st year experience
- 2) ILO Portion of QFE

Dr. Beyer acknowledged all faculty, administrators, staff and students who collaborated in the effort.

Dr. Beyer noted the Faculty Accreditation Coordinator term is ending and encouraged senators to help find a replacement.

6. ACTION ITEMS

- a. Basic Skills Committee – Faculty Representative, Vocational
 - Ty Mettler (CTE)

A motion was made by Ms. Rosa Fuller and seconded by Ms. Diane Flore-Kagan to ratify the appointment of Mr. Ty Mettler as Faculty Representative for the vocational seat on the Basic Skills Committee.
Motion carried unanimously.

7. DISCUSSION ITEMS

- a. Division Representation
Discussion tabled until reorganization is determined (March 15, 2016).
- b. Office of Students with Disabilities (OSD) – Testing of Students
Dr. Beyer addressed a concern from the nursing division that the OSD office hired a specialist who is not certified to test students.

After meeting with Ms. Liz Sundberg, Dr. Lucero and Dr. Vines, Dr. Beyer reported his findings.

- OSD was under review by the Office of Civil Rights for not managing students with verified disabilities in a timely manner. The specialist was hired to assist in that area.
- AVC is not required to provide testing services.
- Students who request the testing are responsible for providing the evidence of their disability. If they do not have said evidence, there is a resource in the packet of doctors who can provide assistance.

Dr. Beyer read the email response from Dr. Louis Lucero explaining the dilemma. Dr. Lucero included a resource for students wishing to test.

Dr. Beyer explained if faculty elects to campaign for more OSD staff, they should. A senator would need to come back and present a resolution to formally present to the President/Board.

Ms. Snyder noted AVC is one of only six (6) community colleges in the state without staff certified to test. She reported a waitlist of 200 students for testing.

Ms. Rosa Fuller noted it could be beneficial to identify the demographic status of those students needing testing, in working with the goals of the college and student success.

It was suggested Dr. Lucero and Ms. Tamira Palmetto DeSpain be invited to address the senate to discuss. It was suggested OSD include the need for certified staff in Program Review, as a resolution with support in Program Review will present a stronger case.

c. BP and AP Reviews

Senators did not receive feedback on the BP and AP currently under review.

Dr. Susan Lowry noted the union is looking at the *Conflict of Interest Policy* due to the signature requirement – the red portion may go away. When signed, the policy becomes part of the contract and therefore becomes part of negotiations.

Dr. Jessica Harper questioned the board policy regarding board membership and teaching.

Dr. Beyer will report back to CCC.

d. Faculty Recognition Event – Dr. Irit Gat, Dr. Susan Lowry, Diane Flores-Kagan

Faculty Recognition Day
Thursday, May 5, 2016
4:30 p.m. – 7:00 p.m.
Health Sciences Quad

AVC cafeteria staff is unable to cater. Lemon Leaf will cater the event, with food sponsored by Schools First Federal Credit Union (\$1400 donation). The Union will sell alcohol with proceeds to Helping Hands.

The committee is in need of money for gift baskets and certificates, and for the Scholar in Residence, Outstanding Adjunct and Longevity awards. Dr. Lowry reminded senators donations can be made through the foundation, including payroll deductions.

Members agreed the focus should be on more socialization at the event rather than a raffle. Letters to former scholars in residence will go out soon. Faculty should send their baby photos to the committee.

- e. Tenure Review and Faculty Self-Evaluation Form
Dr. Liette Bowler gave her report on Tenure Review - see attachment.

Dr. Bohler asked for feedback regarding a draft of the revised Faculty Self-Evaluation form. Dr. Beyer will send the form out electronically asking for input is by Friday, March 10, 2016. If feedback is not received the document will move forward to negotiations.

Dr. Beyer noted the lengthy time needed to coordinate tenure evaluations. He will establish a small task force to streamline the tenure review process, led by Kristine Oliveira. Dr. Zia Nisani volunteered to serve on the task force. Dr. Lowry reminded senators the recommendation will need to move quickly as the union contract will be ratified before the end of the year.

Dr. Lowry and Dr. Suderman will hold an open all-day workshop for peer evaluations on March 30, 2016. She will provide coffee, donuts and a laptop for people to come in and work.

8. INFORMATIONAL ITEMS

- a. Equivalencies - Library Science (attachment)
An equivalency review was submitted for Library Science and no equivalency was required, therefore a vote was not needed.

9. SENATE ADMINISTRATIVE BUSINESS

10. ANNOUNCEMENTS

April 20-23, 2016	2016 Spring Plenary	Sacramento Convention
Center June 9-11, 2016	2016 Faculty Leadership Institute	Mission Inn, Riverside
July 7-9, 2016	2016 Curriculum Institute	Double Tree Hilton - Anaheim

11. ADJOURNMENT

The Academic Senate meeting of March 3, 2016, was adjourned at 4:17 p.m. by Dr. Ed. Beyer, Academic Senate President.

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 DETC – Perry Jehlicka
May 19, 2016 Program Review – Carol Eastin FPDC – Kathryn Mitchell	

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.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Dr. Ed Beyer, Academic Senate President, at (661) 722-6306 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

Senate Meeting: March 3, 2016

				4a 2-18-16 Minutes	6a. B Skills Comm Fac
Representative	Present	Proxy	Present	Y/N/A	Y/N/A
Beyer, Dr. Ed	X			Y	Y
Bohler, Dr. Liette	X	Kathryn Mitchell		Y	Y
Burrell, Carolyn	X	Dr. Scott Lee		Y	Y
Flores-Kagan, Diane	X	Magdalena Caproiu		Y	2/Y
Fuller, Rosa	X	Dr. Lee Grishman		Y	1/Y
Ginosian, Dezdemona	X	Genie Trow		Y	Y
Gat, Dr. Irit	X			Y	Y
Haller, Dr. Glenn	ABSENT	Lisa Karlstein		A	A
Halliday, Jack	X	Ty Mettler		Y	Y
Harper, Dr. Jessica	X	Jason Bowen		Y	Y
Knapp, Susan	X	Carol Eastin		2/Y	Y
Leighton, Janet	X	Lisa Karlstein		Y	Y
Lubick, Karen	X	Harish Rao		Y	Y
Nisani, Dr. Zia	X	Mike Pesses		1/Y	Y
Oliveira, Kristine	X			Y	Y
Overdorf, Cathy	ABSENT	Matthew Jaffe	X	Y	Y
Rezek, Terry	X	Lisa Karlstein		Y	Y
Rider, Van	ABSENT			A	A
Shafer, Dr. Ken	ABSENT	Dr. Matthew Jaffe		Y	Y
Snyder, Susan	X	Denise Walker		Y	Y
Sundberg, Elizabeth	ABSENT	Bonnie Curry		A	A
Vath, Lisa	ABSENT	John Kokoska		A	A
Veres, Larry	X	John Kokoska		Y	Y
Roderick Mendoza (ASO)	X	Hanna Spellmeyer			
Guests/Ex-Officio: Dr. Susan Lowry, Angeilyn Ancheta					
<i>Y=Yes, N=No, A=Abstain, NP=Not Present, 1=Motion, 2=Second</i>					

Antelope Valley College

Tenure Review

To: Dr. Ed Beyer, Academic Senate President

From: Dr. Liette Bohler, Tenure Review Coordinator

Date: March 3, 2016

Re: Senate Report

At the beginning of the fall 2015 semester, there were a total of 27 Tenure Review Evaluation Committees.

9 were first-year committees. In addition to these 9 first-year committees, we had 13 second-year committees, 2 third-year committees, and 3 fourth-year committees.

9 new committees for first-year evaluatees were formed. I held orientation meetings for the new evaluatees and the new committee members at the beginning of the fall semester.

No first or second-year committees recommended termination. Therefore, they will all continue their work in 2016-2017.

All three 4th year committees, namely the committees of Bill Bailey, of Dr. Jason Bowen, and of Dezdemonna Ginosian, recommended tenure. This request should go forward to the next board meeting on March 14.

One faculty member in engineering, who was hired as a full-time temporary faculty member in the fall, was moved from temporary status to tenure-track status for the spring. We are working on putting together his tenure review committee and are still in need of a senate representative to serve on this new tenure review committee. I would encourage you to spread the word or to volunteer yourself.

We also hired 2 new full-time faculty in the spring; one in nursing and one in Disabled Student Services. These 2 faculty members will start their tenure process in the fall 2016.

For next year, 2016-17, we are expected to hire 8 new faculty members.

I am bringing the following form to the Senate for a second time (first time was on October 15, 2015) to the Senate for feedback. The only difference between this form and the one that the task force brought to the Senate in October is question # 3 that now also substituted SLOs with LOs, Learning Outcomes.

ANTELOPE VALLEY COLLEGE

Faculty Self-Evaluation **DRAFT**

Evaluatee:
Date of self-evaluation:
Committee Chair/Evaluator:
Committee Member/Evaluator:
Committee Member/Evaluator:

The purpose of this document is to have you reflect on your teaching and professional practices. Discuss both your strengths and areas you would like to develop in each question.

1. List current assignments, including reassigned time duties:

2. Discuss some notable aspects of your job performance in classroom teaching, counseling, librarianship, or other specialized job duties. Below are some areas you may address.

- Knowledge and expertise in the field
- Materials (i.e., textbook changes, handouts, readings)
- Class activities, assignments, projects, and exams
- Use of technology
- Course or program revisions
- Encouraging critical thinking
- Teaching philosophy and methodology

3. In terms of classroom instruction, reflect on what you have learned about student learning needs and your own teaching from the assessment of Learning Outcomes (LO) and other data. What have you or will you implement as a result of your reflection? (For faculty who are not in the classroom, interpret this question as it relates to your assignment.)

4. How do you effectively interact with students and how do you evaluate student work? What is your response to your student evaluations? Below are some areas you may address:

- Fairness and promptness in the evaluation and discussion of student work
- Effective communication with students
- Positive comments from students
- Sensitivity to diversity, individual student needs, and their special circumstances
- Suggestions from students for improvement
- Changes you plan to implement based on the student evaluations

5. In what ways do you fulfill your responsibilities to the college other than your primary job duties? Below are some areas you may address:

- Required for full-time faculty only and optional for part-time faculty: your obligation to commit 1-5 hours for district / community service and shared governance per week (see Article X. 3.0)
- Shared governance committees, standing committees, Ad hoc committees, or task forces
- College planning activities
- Division and department meetings

- Organizing special events, student activities, or advising student clubs
- Working in the spirit of cooperation to develop and maintain a collegial atmosphere among faculty and staff
- Demonstrating tolerance for diverse perspectives

6. How have your professional development activities enhanced your job skills?

Below are some areas you may address:

- Faculty Professional Development presentations / activities
- Conferences / continuing education
- Participation in professional activities: workshops, seminars, professional meetings, development of new curriculum, scholarly research or presentations given, etc.

7. Any other information you consider relevant to the evaluation of your job performance.



ANTELOPE VALLEY COLLEGE

Instructional Resources and Extended Services Division
Minimum Qualifications & Equivalencies
Library Science

Minimum Qualifications: Master's in library science, or library and information science, OR the equivalent.

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

- *Equivalency not needed, per division faculty.*