



ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING

AGENDA

May 16, 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. May 2, 2013 Senate Meeting (attached)
5. REPORTS (5 minutes maximum)
  - a. Faculty Professional Development Report - Kathryn Mitchell
  - b. Legislative Report – Dr. Glenn Haller
  - c. Program Review Report Add Offices of VPAA, VPSS, VPAS to Program Review Process - Carol Eastin
6. ACTION ITEM
  - a. Open Floor for Nominations for Senate Executive Officers
    - 1<sup>st</sup> Vice President
    - Executive-at-Large
7. DISCUSSION ITEM
8. SENATE ADMINISTRATIVE BUSINESS
  - a. Appointments
    - Senate Executive 2<sup>nd</sup> Vice President  
Van Rider
    - Academic Senate
      - Karen Lubick – Language Arts (2 year term beginning Fall 2013)
      - Elizabeth Sundberg – Health Sciences (2 year term beginning Fall 2013)
      - Dr. David Newby – Visual and Performing Arts (2 year term beginning Fall 2013)
    - DETC
      - IMS Jayme Star (3 year term beginning Fall 2013)
    - Student Learning Outcomes
      - David Babb, Visual & Performing Arts (3 year term ending June 30, 2014)
  - d. Announcements
    - Curriculum Institute – July 11-13, 2013, Sheraton Park Hotel, Anaheim Resort
9. ADJOURNMENT

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING  
MINUTES  
May 16, 2013  
3:00 p.m. – 4:30 p.m.  
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*A motion was made and seconded to amend the agenda to include Action Item 6.b. – the corrected Academic Policies & Procedure Committee Report, and revised Board Policies. Motion carried.*

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

The May 16, 2013 Academic Senate meeting was called to order at 3:00 p.m. by Ms. Maria Clinton, Academic Senate President.

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

- Ms. Maria Clinton reported meeting with Matthew Lee, a consultant contracted to review and streamline processes related to gaps in the integrated planning, with implications tied to Accreditation. The Strategic Planning and Budget Council (SPBC) will review Mr. Lee's recommendations, to streamline the processes for SLOs, PLOs and program review, to tie into the budget and planning process.
- Ms. Clinton reported the College Coordinating council (CCC) is reviewing Board Policy 3510 for revision. Revisions for consideration include a \$50 fine for a lost key, a \$50-\$1,000 fine for lost key cards, and prior notice and security check-in when entering campus after hours.

**3. OPEN COMMENTS FROM THE PUBLIC**

None.

**4. APPROVAL OF MINUTES**

**a. Minutes, May 2, 2013 Senate Meeting (attachment)**

*A motion and second was made to approve the minutes of the May 2, 2013 Senate meeting. Motion carried.*

**5. REPORTS (5 minutes maximum)**

**a. Faculty Professional Development (FPD) Report - Kathryn Mitchell (attachment)**

Ms. Kathryn Mitchell, Faculty Professional Development Co-Chair presented the 2012-2013 Faculty Professional Development year-end report. See attachment. Highlights included:

- Faculty survey via SurveyMonkey to determine the most critical professional development needs. The survey was distributed May 13, 2013.
- Selection of speakers/presentations for annual FPD program. The program will be submitted to the State Chancellor for approval the end of May 2013.
- Ms. Mitchell announced Fall 2013 Welcome Back Day as August 16, 2013 – the Friday prior to the new semester. Planning for the event is near completion. Ms. Mitchell reported that feedback from Spring 2013 Welcome Back Day was very positive, noting adjunct faculty appreciate fulfilling most of all of their Flex obligation in one day.
- The Committee has been working hard on FPD guideline revisions for next year. One major revision is Standard 3 conference and committee work. Ms. Mitchell outlined the revision as follows:
  - Verification of specific committee hours for credit for committee work beyond faculty's contractual obligation
  - Changed qualifying committees from *bi-weekly* to *shared governance* committees, reflecting the faculty contract more specifically
  - Clarified *in lieu* of pay hours for Adjunct Faculty evaluations, to reflect contractual language more directly

- Added new section for *Other Committee Work* to include various committees faculty work on that are non-shared governance committees
    - Faculty who chair committees that fall into this category may request FPD credit (for the committee members if the committee meets specific criteria
    - Criteria includes that the committee is officially organized, with agendas and minutes that may be accessed by other campus committees
    - Chair must complete a form that the FPD Committee has created, and this form must be submitted to the FPD Committee by the 8<sup>th</sup> week of the semester. The FPD Committee will review the request and decide if the committee meets the proper guidelines in order for the committee members to receive FPD credit
  - Added an Appendix that lists AVCCD Governance Councils & Committees
  - Revised the Adjunct Guidelines to include Program Review work
  - Revised the FPD Committee Mission Statement
  - Adopted a Presentation Tips Sheet to be given to presenters for the program
- Hold bi-monthly committee meetings

Dr. Ron Chapman asked if credit could be allotted as conference, if the committee doesn't meet frequently. Ms. Mitchell answered, as long as the activity is organized. She used the Composition Department as an example, as they hold two conferences per academic year, with formal agendas and minutes.

Ms. Elizabeth Sundberg asked about submission for committees for Spring 2014. Ms. Mitchell explained Spring committees may submit their request by the 8<sup>th</sup> week of the Spring 2014 semester.

Ms. Paviinee Villapando asked about Flex credit for Honors programs, as the work is voluntary. Ms. Mitchell explained that although the work aides students, it does not qualify as professional development. She suggested speaking to the union for consideration of pay, but that Flex is not the place for it.

Ms. Mitchell reported the committee revised the FPD Mission Statement. She noted letters were distributed for Flex proposals for 2013-14, along with a presentation tip sheet. Ms. Mitchell addressed the challenges ahead of the Student Success Task Force recommendations for the Chancellor's Guidelines that will be presented to the Board of Governors in September 2013. Over the next few years, anticipated changes at the state level include requirements for staff and administration for Faculty Professional Development.

**b. Legislative Report – Dr. Glenn Haller**

Dr. Glenn Haller reported that most bills are going through the appropriations committee, and there is little activity until later in the year. Dr. Haller expects a clear idea of major bills in fall 2013. Dr. Haller explained the SB 440 (Padilla) Public Postsecondary Education Student Transfer Achievement Reform Act amends the statute created by SB 1440, establishing the transfer degree – language as follows:

(B) A community college shall before the commencement of the 2014–15 academic year, create an associate degree for transfer in every major offered by that college that has an approved transfer model curriculum.

(C) A community college shall, before the commencement of the 2016–17 academic year, create an associate degree for transfer in areas of emphasis for disciplines including, but not necessarily limited to, all of the following: (i) Applied sciences (ii) Formal sciences (iii) Humanities (iv) Natural sciences (v) Social Sciences.

Dr. Haller stated the number attached to the TMCs has been removed. The bill is currently in the suspense film a requirement for any bill that would result in a fiscal impact of \$50,000 or more.

Dr. Haller reported watching AB 388 because it looks to augment and perhaps strengthen AB 1456 regarding the Student Success Act, but the bill moving through now simply clarifies that nothing in the Student Success and Support Program is intended to preclude CCCs from providing courses and programs.

Dr. Haller addressed AB 806, which would have amended the 50 percent law, noting it was defeated by the Assembly Appropriations Committee and will not move on.

c. **Program Review Report – Carol Eastin (attachments)**

Ms. Carol Eastin gave the following report with attachments:

**Program Review 2012-2013 Summary**

All divisions and areas conducting program review used the new templates approved in spring 2012. The templates prompted broader data examination than in previous years. Most disciplines found the student achievement data informative and useful. Some areas identified data they want to collect and analyze for planning.

The Program Review Committee reviewed the comprehensive and annual reports. Some reports needed revision before being accepted but all eight areas scheduled for 2012 comprehensive review completed their work and had their reports accepted by the Program Review Committee. All annual reports were posted in WEAVE. The writers of the annual reports were given feedback by the Program Review Committee; writers were encouraged to make any needed changes and to use this academic year to collect and review data needed for their 2013 program review.

The Program Review Committee evaluated both templates used this year and made adjustments to the templates. A question was added about occupational employment projections. The wording of several questions was revised for clarification.

Approval of the Program Review Committee's recommendation to include the offices of the VP Academic Affairs, VP Administrative Services, and VP Student Services in the program review process is expected before the 2012-2013 academic year ends.

**2012 Annual Update Reports**

84 discipline/area reports submitted.

**2012 Comprehensive Reports**

Auxiliary Services – Bookstore  
Auxiliary Services – Cafe  
Business Services  
CalWORKs  
Institutional Advancement and Foundation  
Office for Students with Disabilities  
Office of the Superintendent/President  
Veterans Affairs

6. **ACTION ITEM**

a. **Open Floor for Nominations for Senate Executive Officers**

- 1<sup>st</sup> Vice President  
*A motion was made and seconded to nominate Ken Shafer as Academic Senate Executive 1<sup>st</sup> Vice President. Motion carried.*
- Executive-at-Large  
*A motion was made and seconded to nominate Karen Lubick as Academic Senate Executive Senator-at-Large. Motion carried.*

b. **Academic Policies & Procedure (AP&P) Committee Revised Spring 2013 Semester Report & Revised Board Policy Changes - Linda Harmon**

Ms. Linda Harmon, AP&P Committee Co-Chair presented the Revised Spring 2013 semester report to include the correct Mission Statement (see attachment). Ms. Harmon also presented the Revised Board Policy Changes (see attachment).

*A motion was made and seconded to approve the revised Board Policies. Motion carried with two (2) abstentions.*

7. **DISCUSSION ITEMS**

None.

**8. SENATE ADMINISTRATIVE BUSINESS**

**a. Appointments**

- Senate Executive 2<sup>nd</sup> Vice President  
Van Rider  
*A motion was made and seconded to affirm the appointment of Van Rider as Academic Senate Executive 2<sup>nd</sup> Vice President. Motion carried.*
  
- Academic Senate  
Karen Lubick – Language Arts (2 year term beginning Fall 2013)  
Elizabeth Sundberg – Health Sciences (2 year term beginning Fall 2013)  
Dr. David Newby – Visual and Performing Arts (2 year term beginning Fall 2013)  
*A motion was made and seconded to affirm the appointments of Karen Lubick, Elizabeth Sundberg and Dr. David Newby to the Academic Senate Representative for their appropriate divisions. Motion carried.*
  
- Distance Education & Technology Committee  
IMS Jayme Star (3 year term beginning Fall 2013)  
*A motion was made and seconded to affirm the appointment of Jayme Star as IMC Representative for the Distance Education and Technology Committee. Motion carried.*
  
- Student Learning Outcomes Committee  
David Babb, Visual & Performing Arts (3 year term ending June 30, 2014)  
*A motion was made and seconded to affirm the appointment of David Babb as Divisional Faculty Representative for the Student Learning Outcomes Committee. Motion carried*

**d. Announcements**

- Curriculum Institute – July 11-13, 2013, Sheraton Park Hotel, Anaheim Resort

**9. ADJOURNMENT**

*A motion was made and seconded to adjourn the Academic Senate meeting of May 16, 2013 at 3:42 p.m.*

MEMBERS PRESENT			
Maria Clinton	Jack Halliday	Kathy Moore	Ken Shafer
Dr. Liette Bohler	MaryAnne Holcomb	Dr. Zia Nisani	Elizabeth Sundberg
Dr. Ron Chapman	Susan Knapp	Kathy Overdorf	Larry Veres
Christopher Dundee	Kenneth Lee	Dr. Berkeley Price	Paviinee Villapando
Dr. Lee Grishman	Karen Lubick (proxy)	Terry Rezek	
Dr. Glenn Haller	Ty Mettler	Van Rider	
MEMBERS ABSENT		GUESTS/EX-OFFICIO	
Michael Hancock	Dr. Alexander Schroer	Dr. Nancy Bednar	Carol Eastin
		Dr. Irit Gat	Kathy Mitchell

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*Approved: September 5, 2013 Academic Senate Meeting*