



**ANTELOPE VALLEY COLLEGE**  
**ACADEMIC SENATE MEETING**  
**September 16, 2010**  
**3:00 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. REPORT (5 – 10 minutes max.)**
  - a. AP&P – Maria Clinton
  - b. Program Review – Carol Eastin
- 5. APPROVAL OF MINUTES**
  - a. September 2, 2010 (attachment)
- 7. ACTION ITEMS**

None
- 8. DISCUSSION ITEMS**
  - a. GED Program
  - b. Faculty Administrative Rights on Computers
  - c. Expansion of Tenure and Evaluation Coordinator Duties
- 9. SENATE ADMINISTRATIVE BUSINESS**
  - a. Appointments
    - Academic Ranking
      - Maria Clinton – Associate Professor
    - SPBC Senate Representative
      - Scott Lee – IRES Representative (3 year term)
      - Jack Halliday – Vocational Representative (1 year term)
      - Lee Grishman – Student Services Representative (2 year term)
  - b. Announcements
    - 2010 Fall Plenary Session – November 11-13, 2010 - Anaheim, CA
    - 2011 Vocational Education Leadership Institute – January 27-29, 2011 - Newport Beach, CA
    - 2011 Teaching Institute – February 25-26, 2011 - San Jose, CA
    - 2011 Accreditation Institute – March 18-19, 2011 - Napa, CA
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    - 2011 Student Learning Outcomes Institute – July 13, 2011 - San Diego, CA
    - 2011 Curriculum Institute – July 14-16, 2011 - San Diego, CA
- 9. 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.

*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 Mr. Christos Valiotis, 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**

**September 16, 2010  
3:00 p.m. – SSV 151**

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

Mr. Christos Valiotis, Academic Senate President, called the meeting to order at 3:00 p.m.

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

- Mr. Valiotis announced a new Senator orientation will be coordinated on an upcoming Friday from 1:00 p.m. to 2:00 p.m. in A140 to review the various responsibilities of the Senate and the role of Senators.
- There is a transfer faculty representative position available on the Strategic Planning and Budget Council (SPBC). Mr. Valiotis indicated this is an important council where the faculty voice needs to be heard. Senators were encouraged to announce the vacancy to division constituencies and encourage faculty to consider volunteering for the position.
- There is also a vacant faculty position on the SPBC Facilities Subgroup. A call will be announced to have this position filled as it is also an important subgroup which the faculty voice should be heard.
- A special Board of Trustees meeting was held to discuss the upcoming Accreditation Visit and to obtain an update on district planning and budget. This academic year the district is projected to be fiscally even, but might obtain additional funding for the Palmdale Center. Additionally, the special Board of Trustees meeting included a lively discussion on campus communication efforts. An example was the GED Program. The Board was given the impression that the GED Program was discontinued due to receiving misinformation from faculty regarding the program. Mr. Valiotis clarified the situation and the ultimate outcome of this lively discussion was communication with the Board of Trustees needs to improve.
- Santi Tafarella was the only applicant for the Faculty Accreditation Coordinator position. He was the editor for the 2010 Self Study Report. His name will be forwarded to the Senate for approval at the October 7<sup>th</sup> Senate meeting. Mr. Valiotis commented that he was thankful and very pleased that Santi came forward for this position.

**3. OPEN COMMENTS FROM THE PUBLIC**

- A faculty member from the English as a Second Language (ESL) Program have reported problems with students enrolling in ESL courses even though they are clearly native English speaking students. The faculty reported these students are disruptive, disrespectful, and clearly don't need the course but is afraid they are enrolling to obtain financial aid funding. There is no stipulation on student enrollment but wanted to inquire on what course of action can be taken since these students are taking the seats and resources other students need. Ms. Maria Clinton, AP&P Faculty Co-Chair, stated she will send an email to other curriculum chairs/coordinators to determine how other community colleges handle this situation. The faculty was encouraged to enforce the rules within the Student Code of Conduct and should refer these students to the Vice President of Student Services, Dr. Rosa Hall for disciplinary action if necessary.
- Dr. Berkeley Price requested clarification on the combination of the Physical Education and Athletics, and the Visual and Performing Arts division. In a conversation with Ms. Sharon Lowry, Vice President of Academic Affairs, she gave the impression that the divisions are a singular voice since they have been combined under one dean. Mr. Valiotis stated the academic senate treats them as two separate divisions as they have representatives from both divisions even though administratively they operate under one dean.

- Mr. John Toth reported at the September 12, 2010 Board of Trustees meeting they commended the Senate accomplishments reported in the 2009 – 2010 academic year.

**4. REPORT (5 – 10 minutes max.)**

**a. AP&P – Maria Clinton**

Ms. Maria Clinton provided the following report:

- The AP&P committee began the 2010-2011 academic year with the first meeting on Thursday, August 26, 2010. At this meeting the Chancellor's office mandatory Stand Alone Training was conducted. All members of the AP&P committee are required to attend this training provided by the Chancellor's Office. A certified letter has been submitted to the Chancellor's Office advising them of our compliance with this requirement.
- The AP&P committee has been working on the implementation of CurricUNET (software system designed to electronically track and update CORs and other AP&P data). On site training for this new software began on Thursday, September 9<sup>th</sup> and Friday, September 10<sup>th</sup>, 2010. These training sessions were open to faculty as well as AP&P committee members. The SP&P representatives have been attending not only these training sessions, but also training sessions given at the end of the Spring 2010 semester as well.
- The AP&P Committee has designated Wednesday, September 15, 2010 as the campus wide CurricUNET software implementation date. There will be CurricUNET workshops given throughout the semester to help faculty with this change in AP&P process. Faculty are encouraged to attend the workshops (faculty can update their courses at these workshops) and to seek help from their AP&P Representatives.
- The AP&P Faculty co-chair will be conducting CurricUNET training workshops on the following dates:
  - September 30, 2010 – 2:00 p.m. to 4:00 p.m.
  - October 4, 2010 – 1:00 p.m. to 3:00 p.m.
  - October 5, 2010 – 1:00 p.m. to 3:00 p.m. and 3:00 p.m. to 5:00 p.m.
  - October 7, 2010 – 1:00 p.m. to 3:00 p.m. and 3:00 p.m. to 5:00 p.m.
  - October 12, 2010 – 1:00 p.m. to 3:00 p.m.
  - October 15, 2010 – 9:00 a.m. to 11:00 a.m.
  - October 21, 2010 – 4:00 p.m. to 6:00 p.m. and 6:00 p.m. to 8:00 p.m.
  - October 22, 2010 – 1:00 p.m. to 3:00 p.m.
  - October 25, 2010 – 1:00 p.m. to 3:00 p.m.
  - November 4, 2010 – 1:00 p.m. to 3:00 p.m. and 3:00 p.m. to 5:00 p.m.
  - November 9, 2010 – 1:00 p.m. to 3:00 p.m. and 3:00 p.m. to 5:00 p.m.
- If the above dates and times do not meet the needs of some faculty, please have them contact the AP&P Office (Ex. 6317 or 6577). Your AP&P representatives are also available to meet with faculty.

**b. Program Review – Carol Eastin**

Ms. Carol Eastin reported the results of a recent Program Review survey indicated 4.2% of Full-Time faculty and 45% of Adjunct Faculty did not know their area/program performed a recent program review. She presented the Program Review schedule for 2010 – 2017 (see attachments) and requested Senators distribute and discuss the schedule with division constituencies. The district moved to a 4-year cycle and is currently working to evolve to one-quarter of the campus reviewed annually. Faculty responded positively to a recent call for team members and all teams have been filled. A Program Review Committee has been established to begin looking at the process for annual updates.

**5. APPROVAL OF MINUTES**

**a. September 2, 2010 (attachment)**

A motion was made and seconded to approve the minutes for the September 2, 2010 Academic Senate meeting. Minor corrections were requested in agenda item 4c to accurately reflect the title of Dr. Glenn Haller and revise AB 1440 to SB 1440. Motion carried as corrected.

**6. DISCUSSION ITEMS**

**a. GED Program**

Mr. Christos Valiotis reported the final outstanding item remaining for GED discussion was the Chancellor's Office acceptance for a higher level of funding for GED courses. The district received word from the Chancellor's Office indicating that 14 of 17 courses were denied higher level non-credit funding. Last year the Senate agreed to wait on making any firm decision on the GED Program beyond putting the program on hiatus until official word on the proposed courses was obtained. A greater funding level would have made the program less costly to the district. Mr. Valiotis asked the Senate how they would like to proceed in lieu of this piece of information. The previous Senate decision was to reopen the discussion in spring 2011, but since the higher level funding was rejected from the Chancellor's office there is no other change that will happen until next semester. The senators agreed to reopen the case now instead of waiting until next semester. Dr. Susan Lowry requested that the faculty involved with the program are part of future discussions and include data obtained by the Institutional Research and Planning Department. Mr. Valiotis indicated that he will contact IRPD to obtain updated enrollment and fiscal projections.

**b. Faculty Administrative Rights on Computers**

At a recent College Coordinating Council meeting, the Senate was asked to propose a mechanism of how to assign faculty administrative rights to computers so academic software can be installed. Mr. Valiotis indicated the Distance Education Committee (DEC) will be charged with working on establishing a procedure to assign administrative rights for academic computing issues. Mr. Rick Balogh reported the DEC included this issue as a discussion item at a recent meeting and have discussed various ways to allow faculty to download software information needed for courses. The discussion included issues such as viruses, downloading unlicensed information, and ramifications. The committee is exploring options and means to isolate potential problems (i.e. viruses, etc.) and will provide a recommendation to the Senate to present to the College Coordinating Council for consideration.

**c. Expansion of Tenure and Evaluation Coordinator Duties**

Mr. Valiotis and Ms. Jennifer Gross reported on discussions occurring between administration, the Senate, and the Faculty Union regarding expanding the current Tenure Evaluation Coordinator duties to address both full-time tenured and adjunct faculty evaluations. The revision to job duty language will include a formalized full-time tenured and adjunct faculty evaluation schedule, and create a consistent cycle of evaluation for all faculty. Evaluation timelines for tenured and adjunct faculty would be firmly stipulated and efficiently monitored by expanding the duties of the Tenure Review coordinator. The primary impetus for these discussions is to create accountability for all faculty and ensure evaluations are regularly performed. Procedures and legal issues will be discussed in coordination with the faculty union and administration. Ultimately, the expanding of the current duties is necessary to hold all faculty to the same standards. More information will be provided when a draft of additional job duty language has been established.

**7. SENATE ADMINISTRATIVE BUSINESS**

**a. Appointments**

- Academic Ranking
  - Maria Clinton – Associate Professor

*A motion was made and seconded to approve the Academic Ranking for Ms. Maria Clinton. Motion carried.*

- SPBC Senate Representative
  - Scott Lee – IRES Representative (3 year term)
  - Jack Halliday – Vocational Representative (1 year term)
  - Lee Grishman – Student Services Representative (2 year term)

*A motion was made and seconded to approve the above SPBC Senate Representative appointments. Motion carried.*

**b. Announcements**

- 2010 Fall Plenary Session – November 11-13, 2010 - Anaheim, CA
- 2011 Vocational Education Leadership Institute – January 27-29, 2011 - Newport Beach, CA
- 2011 Teaching Institute – February 25-26, 2011 - San Jose, CA
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**8. ADJOURNMENT**

A motion was made and seconded to adjourn the September 16, 2010 Academic Senate meeting at 4:03 p.m. Carried

<b>MEMBERS PRESENT</b>		
Paul Ahad	Susan Knapp	Alex Schroer
Enrique Camacho	Kathy Moore	Casey Scudmore
Ron Chapman	Mike Pesses	Ken Shafer
Luis Echeverria	Berkeley Price	Justin Shores
Glenn Haller	Terry Rezek	Elizabeth Sundberg
Jack Halliday	Van Rider	John Toth
Mike Hancock	Sandra Robinson	Christos Valiotis
<b>GUEST PRESENT</b>		
Rick Balogh	Jennifer Gross	<b>MEMBERS ABSENT</b> Mark Covert
Maria Clinton	Susan Lowry	
Carol Eastin		

Program Review Schedule 2010-17								
	last review	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Academic Affairs</b>								
Bus, Comp Studies & Econ Devt	2009-10			x				x
Health Sciences	2009-10				x			
IRES (IMC/Library/Learning Ctr)	2007-08	x				x		
Language Arts	2007-08		x				x	
Math, Science & Engineering	2007-08	x				x		
Palmdale Center		x*				x		
Physical Education & Athletics	2006-07	x				x		
Social & Behavioral Sciences	2009-10				x			
Technical Education	2009-10				x			
Visual & Performing Arts	2007-08		x				x	
<b>Student Services</b>								
CalWORKs	2008-09			x				x
Counseling	2007-08		x				x	
Enrollment Services	2007-08	x				x		
EOPS	2009-10				x			
Financial Aid Office	2007-08	x				x		
GED	2008-09			x				x
Job Placement	2007-08		x				x	
Office Students with Disabilities	2008-09			x				x
Outreach/Welcome/Info Center	2007-08		x				x	
Student Development	2009-10				x			
STAR	2009-10				x			
Veterans Affairs	2008-09			x				x
<b>Non-Instructional</b>								
Accounting (OBS)	2008-09			x				
Auxiliary (OBS)	2008-09			x				
Facilities (OBS)	2008-09		x					
Human Resources	2009-10				x			
Information Tech Services	2007-08		x				x	
Inst Advancement & Foundation	2008-09			x				x
Inst Research & Planning		x*				x		
Maintenance & Operations (OBS)	2008-09		x				x	
Office of Superintendent/Pres	2008-09			x				x

\* first review