



<h1 style="margin: 0;">College Coordinating Council Meeting</h1>	October 9, 2024 9:30 a.m. – 10:30 a.m. L201
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Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

Committee Members:
 Hal Huntsman, Academic Senate
 Renelyn Wilson, ASO
 Pamela Ford, Classified Union
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators
 Kathryn Mitchell, Deans
 Dr. Jason Bowen, Faculty Union

 Dr. Jennifer Zellet, CHAIR
 Dr. Kathy Bakhit, Vice President of Academic Affairs
 Shami Brar, Vice President of Administrative Services
 Bridget Cook, General Counsel
 Dr. Lauren Elan-Helsper, Vice President of Human Resources
 Dr. Rebecca Farley, Vice President of Equity & Student Achievement
 Idania Padron, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
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APPROVAL OF AGENDA AND MINUTES & REPORT:

- I. Approval of Minutes of September 11, 2024.
- II. Advocacy Report by President Zellet

RETURNING ITEMS:

I. BP/AP 2205 – Internal Audit	Jennifer	5 minutes	Returned from Constituent Review on 8.28.24
II. BP 2715 – Code of Ethics	Bridget	5 minutes	Returned from Constituent Review on 8.28.24
III. BP/AP 2360 – Minutes	Jennifer	5 minutes	Returned from Constituent Review on 8.28.24

DISCUSSION/ACTION ITEMS:

I. BP 5510 – Off-Campus Student Organizations	Idania	5 minutes	
II. Union Requests for Information (RFI)	Bridget	5 minutes	
III. Committees & Memberships	Pamela	10 minutes	

STANDING ITEMS:

I. Constituents Reports	All	10 minutes	
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POLICIES OUT FOR CONSTITUENT REVIEW:

I. Name Change for OSD Office - since 9.11.24
II. BP/AP 3515 – Reporting Crimes – since 9.11.24
III. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program – since 9.11.24
POLICIES IN PROCESS
<ul style="list-style-type: none"> I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 3560 – Alcoholic Beverages - Jennifer III. BP/AP 4010 – Academic Calendar IV. Decision-Making Principle Document – Jennifer V. BP/AP 4010 – Academic Calendar – Kathy VI. BP/AP 4100 – Graduation Requirement – Idania VII. BP/AP 4400 – Community Services – Kathy VIII. BP/AP 7130 – Compensation – Shami & Legal IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal
NEXT MEETING DATE: October 23, 2024



<h1 style="margin: 0;">College Coordinating Council Minutes</h1>	<p>September 11, 2024 9:30 a.m. – 10:30 a.m. L201</p>
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Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

Committee Members:
 Hal Huntsman, Academic Senate
 Renelyn Wilson, ASO
 Pamela Ford, Classified Union
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators
 Kathryn Mitchell, Deans
 Dr. Jason Bowen, Faculty Union

Dr. Jennifer Zellet, CHAIR
 Dr. Kathy Bakhit, Vice President of Academic Affairs
 Shami Brar, Vice President of Administrative Services
 Bridget Cook, General Counsel - **ABSENT**
 Dr. Lauren Elan-Helsper, Vice President of Human Resources
 Dr. Rebecca Farley, Vice President of Equity & Student Achievement
 Idania Padron, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
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APPROVAL OF AGENDA AND MINUTES:

I. Approval of Minutes of August 28, 2024. The minutes were approved as presented.

RETURNING ITEMS:

<p>I. Name Change for Office of Students with Disabilities to Academic Accommodations Center</p>	<p>Idania</p>	<p>10 minutes</p>	<p>Carlos Rosas, Director of OSD reviewed the “why” of changing the name, options for a new name, and what other campuses look like. He explained that the OSD students were polled, along with the staff, and all were in support of the change. There was some discussion regarding making the students feel welcomed, normalizing services, centering around academic accommodations, and the difference between the Learning Center services vs the Accommodations Center.</p> <p>Hal asked what is the standard practice for making a name change and Jason asked if faculty were</p>
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			involved with weighing in. Pamela stated that she would like for this to go out to the constituent groups and Hal stated that he would bring it to the next Academic Senate meeting. There was some discussion and clarification, that it is not input that the committee is seeking, Jennifer stated that it is important that everyone understands the “why” and to positively communicate to the groups to make everyone aware. Carlos will prepare a 1-page summary to share with the constituent groups.
DISCUSSION/ACTION ITEMS:—			
I. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	There was some discussion that the version was not the current version. It was agreed that Patty would send out the correct version for the group to review with their constituents and return, after review.
II. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	There was some discussion regarding the use of the opioid overdose reversal drug and operational logistics. Jill Zimmerman is working on a process, for use, education, and messaging. It was agreed to go out for constituent review.
III. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	There was some discussion regarding the “designated person,” private vs public locations, and the connection with course instruction. Jennifer stated that she would review it again, revise it, and bring this back to another meeting.
STANDING ITEMS:			
I. Constituents Reports	All	10 minutes	Hal stated that AI is a big topic of discussion, especially at the Chancellor’s Office and there are activities on their website surrounding AI and it is a part of Vision 2030. He stated that the Common Course Numbering Project is underway, ongoing and they are working through it with the Curriculum committee as it’s coming down pretty fast. He stated that the Academic Senate would be forming an Ad Hoc Calendar Committee to get faculty feedback for continued discussions. Kathy stated that faculty participation regarding identifying

		<p>fraud enrollments has been doing well, there have been suspected fraud identifying patterns, and thanked IT and everyone for assisting.</p> <p><u>Reneylyn</u> stated that the hydration event went well and that around 511 bottles were given out. She stated they have been busy with Club Rush, working on purchasing new canopies, and office hours for the ASO assisting students. She stated that the SSCC Region VI meeting will be held on September 20th and that ASO will be holding special elections for Treasurer. He stated that there has been an issue with Student Workers who have been promised jobs, that there are no funds, and that there is a meeting this coming Friday with the President to discuss the matter. She stated that they are working on the upcoming Trunk or Treat event.</p> <p><u>Jennifer</u> stated that it appears that FAFSA has been messed up for around 300 students and that they are working on a short-term remedy to get the students what is needed.</p> <p><u>Shami</u> stated that the bids for the Commons Building have been approved, that work will begin, and fences will go up. It was agreed that Shami would bring a map to the next meeting showing the walking paths.</p> <p><u>Idania</u> stated that Student Services has a map with all the student resources. Stated that the new Interim Dean of Enrollment, Windy Franklin-Martinez has started. She stated that she is working on the student Future Leaders Institute (a pilot program), starting on Friday, September 13th in the student lounge. She stated that the vigil for the student who was killed would be held on Friday, Sept 19th from 4-6 Student Lounge.</p> <p><u>Pamela</u> stated that she would like to have a list of committees, that the calendar committee drives planning,</p>
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		and that they do not meet regularly. Jennifer stated that it ties to BP/AP 2510, that it needs to be revised, and that maybe meeting monthly to work on it, as it is an organizational tool.
POLICIES OUT FOR CONSTITUENT REVIEW:		
I. BP/AP 2205 – Internal Audit since 8.28.24		
II. BP 2715 – Code of Ethics since 8.28.24		
III. BP/AP 2360 – Minutes since 8.28.24		
POLICIES IN PROCESS		
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta		
II. BP/AP 4010 – Academic Calendar		
III. Decision-Making Principle Document – Jennifer		
IV. BP/AP 4010 – Academic Calendar – Kathy		
V. BP/AP 4100 – Graduation Requirement – Idania		
VI. BP/AP 4400 – Community Services – Kathy		
VII. BP/AP 7130 – Compensation – Shami & Legal		
VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal		
NEXT MEETING DATE: September 25, 2024		

BP 2205 Internal Audit

References:

Education Code Section [84040](#); 85237.5,85266.5

ACCJC Accreditation Standard ~~III-D-5,8~~ [3.6](#), [3.10](#)

Board of Governors Standards for Approval of District Applications for Independent Warrant Authority

To protect the District's value to its community, it is the commitment of the Board of Trustees to foster proactive improvement and accountability in the effectiveness, efficiency and integrity of operations.

In support of this effort and the District's fiscal independence, the Board of Trustees shall establish an [internal audit function that assures adequate internal controls](#). ~~Internal Audit Department to provide independent, objective appraisals, advice and insight to reduce risk and improve operations. The Internal Auditor shall report functionally to the Board of Trustees and administratively to the Superintendent/President.~~

Also see AP 2205 Internal Audit and BP/AP 6400 Audits.

Adopted: 11/9/20

Revised:

[CCLC Recommended Language](#)

[AVC Recommended Language](#)

AP 2205 Internal Audit

References:

Education Code Section ~~84040~~, 85237.5, 85266.5
ACCJC Accreditation Standard ~~III-D.5,8~~ 3.6, 3.10
Board of Governors Standards for Approval of District Applications for Independent Warrant Authority

~~ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT INTERNAL AUDIT SERVICES CHARTER~~

Purpose

~~Internal Audit Services' mission is to strengthen and protect the District's value by providing independent, objective appraisals, advice and insight to reduce risk and improve operations. Internal Audit Services supports the District in the achievement of its objectives by promoting pro active risk assessments and providing independent examinations of procedures and processes to evaluate the extent to which:~~

The internal audit function supports the District in the achievement of its objectives by providing advice and insight to reduce risk and improve operations. Internal audit is a control that evaluates the extent to which:

- Internal controls are consistently and effectively applied;
- Financial, property and informational assets are safeguarded;
- Resources are utilized in a prudent, efficient and cost effective manner;
- Reported information is timely, accurate and reliable;
- Policies, plans, procedures, laws and regulations are followed;
- Operational and program results achieved are consistent with the District's objectives.

Authority & Responsibility

~~The Internal Auditor will serve the District in a manner consistent with the mandatory guidance prescribed by the Institute of Internal Auditors (IIA), including the Standards for Professional Practice of Internal Auditors, its Core Principles, Code of Ethics and definition of Internal Auditing.~~

~~The Internal Auditor reports functionally to the Board of Trustees and administratively to the Superintendent/President. This reporting relationship provides independence from operations and promotes comprehensive consideration of audit areas.~~

~~In fulfilling its responsibilities the Internal Auditor's activities will include:~~

Internal audit activities will include:

- Assisting management in pro-active risk assessment;
- Developing ~~and implementing flexible risk based~~ audit ~~plans and~~ programs;
- Providing reports and memoranda to communicate audit results and cost effective recommendations;
- Suggesting policies and procedures where appropriate;
- ~~Assisting management in the coordination of~~ Coordinating external audits, serving as a liaison to external auditors;
- Facilitating the resolution of audit issues with administrators who have the most direct involvement and accountability;
- ~~Providing~~ Training to help educate District staff on fraud prevention and internal controls;
- ~~Assisting in Investigating allegations~~ investigations involving theft or misuse of District's assets;
- ~~Maintaining a quality and assurance improvement program, consistent with IIA's Standards, to ensure the effectiveness and quality of the internal audit effort.~~

To effectively carry out its duties, the ~~Internal Auditor~~ internal audit designee is authorized full and complete access to all District records, properties and personnel relevant to the performance of reviews and investigations. ~~The responsibility of the Internal Auditor is to handle~~ Documents and information obtained during a review will be handled in the same prudent manner required of those employees normally responsible for them. Activities under review shall not relieve others of their responsibilities.

~~To maintain objectivity, the Internal Auditor should have no direct authority or responsibility over the activities under review and his or her review shall not relieve others of their responsibilities. Furthermore, in order to avoid compromising independence, the Internal Auditor should not develop or implement policies or procedures, prepare records or engage in activities that would normally be reviewed as part of the audit function.~~

~~The Internal Auditor's role in various District meetings and committees should be limited to rendering advice and staying abreast of strategic, governance, and risk issues.~~

Also see BP 2205 Internal Audit and BP/AP 6400 Audits.

Approved: 10/12/20

Revised:

CCLC Recommended Language
AVC Recommended Language



BP 2715 Board Code of Ethics/Standards of Practice

Reference:

Accreditation Standard IV.C.11

The Board of Trustees maintains high standards of ethical conduct for its members. Members of the Board of Trustees are responsible for:

- Acting only in the best interests of the entire community.
- Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a board.
- Using appropriate channels of communication.
- Respecting others; acting with civility.
- Being informed about the District, educational issues, and responsibilities of trusteeship.
- Devoting adequate time to board work.
- Maintaining confidentiality of closed sessions.

If a trustee violates or thinks he/ or she has violated any provision of the Code of Ethics/Standards of Practice, or if a trustee observes, learns of, or in good faith believes it is possible that another trustee has violated any such provision, that trustee must immediately report the actual or suspected violation to the Board of Trustees as a whole. The Board of Trustees has an obligation to investigate and address within a mutually agreed upon time frame all reported violations of this Code of Ethics/Standards of Practice.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

Option 1*

The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Governing Board's Policy 2715 (Code of Ethics) may be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Governing Board President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Governing Board officers and may include a recommendation to the Governing Board to censure the Board member. If the President of the Governing Board is perceived to have

violated the code, the Vice President of the Governing Board is authorized to pursue resolution.

Option 2*

Charges by any person that a Governing Board member has violated laws and regulations Governing Board behavior or the Board's Code of Ethics shall be directed to the Governing Board President or the Governing Board itself. The Governing Board President may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. Possible courses of action include:

- If alleged behavior violates laws Governing Board behavior, legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates Board Policy on ethical conduct, the President of the Governing Board shall alert the Board member in question regarding the violation of policy, the Governing Board may discuss the violation at a Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

Option 3

All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determine that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

Option 4

The Board of Trustees will promptly address any violation of the Board's Code of Ethics by a member or members of the Board. Violation of the Board's Code of Ethics will be addressed by the Board President, who will first discuss the violation with the board member in an effort to seek to reach a resolution. If resolution is not achieved and further action is deemed necessary by the Board President, the Board President may appoint an ad hoc committee composed only of two board members to examine the matter and recommend further courses of action to the Board.

Sanctions, if deemed necessary, will be determined by the entire Board and may include a recommendation to the Board to censure the board member. All sanctions will be in accordance with state and federal laws and education codes. If the President of the Board is perceived to have violated the Code of Ethics, the Vice President of the Board is authorized to pursue resolution. Motions calling for the adoption of a censure resolution may only be

brought at the Board's regularly scheduled meetings, or at a special meeting. Censure resolutions shall only be heard in public. A censure resolution shall describe in sufficient detail the conduct of said board member or members, as to allow the member or members to prepare a response to the allegations.

Also see BP 2200 Board Duties and Responsibilities, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP/AP 2710 Board Conflict of Interest, AP 2712 Conflict of Interest Code, BP 2716 Board Political Activity, BP 2717 Personal Use of Public Resources – Board, BP 2740 Board Education, AP 3050 Institutional Code of Ethics, BP/AP 3410 Nondiscrimination and BP/AP 7700 Whistleblower.

Adopted: 7/5/05
Revised: 11/7/05
Reviewed: 9/12/16
Revised: 9/9/19
Revised:

*Executive Council recommends Option 1 or 2 for consideration by CCC.(10/02/2023)



BP 2360 Minutes

References:

Education Code Section 72121(a);
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The Superintendent/President, acting in his/her/**their** capacity as Secretary to the Board of Trustees, shall be responsible for **keeping archiving** minutes of all meetings of the Board of Trustees.

The minutes shall also record motions or resolutions as having passed or failed. Individual votes shall be recorded **unless the action was unanimous**. All matters transacted by the Board of Trustees shall be recorded in the official minutes in the form of a complete resolution, together with the accompanying vote. Minutes are to be concise, clear, and accurate.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Revised: 11/7/05
Reviewed: 8/8/16
Revised: 7/13/20
Revised:

***CCLC Recommended Language**

****AVC Recommended Language**



AP 2360 Minutes

Reference:

Education Code Section 72121(a)

The President's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown [Open Meetings Act](#). ~~The minutes shall be written to include only actions proposed and/or approved by the Board of Trustees.~~

The meeting minutes shall contain, at minimum, the following information:

- Meeting details, such as date, time, location, and meeting type
- Accounting of Board members present and absent
- The nature of all motions including the names of Board members making and seconding such motions and disposition
- Name and subject of public speakers
- Time of adjournment

~~Public comments will be summarized in the Board meeting minutes.~~ Upon request by a speaker who is addressing the Board, a “for-the-record” statement shall be included in the Board Meeting [Supplemental Minutes](#), with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

The meeting minutes shall be written to include only actions proposed and/or approved by the Board, **without a summary of discussions**, except as stated below:

- When a report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it “to be entered in the minutes,” in which case the secretary copies it in full in the minutes.

After approval by the Governing Board (normally at the following Board meeting), the approved minutes shall be maintained in the President’s office and posted on the District’s website.

Also see BP 2220 Committees of the Board, BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 11/12/19

Revised: 6/8//20

[Revised:](#)

*CCLC Recommended Language

**AVC Recommended Language

BP 5510 Off Campus Student Organizations

Reference:

34 Code of Federal Regulations Part 668.46 subdivision (b)(7)

The District shall work with local law enforcement agencies to monitor and record criminal activity at off-campus locations owned or controlled by student organizations officially recognized by the District or used to support the District's educational purpose.

This policy includes student organizations with off-campus housing facilities.

Adopted: 9/4/24

* CCLC Recommended Language

** AVC Recommended Language



Committee Information Sheet

Academic Policies & Procedures (AP&P)

2020 – 2021

Title of Representative	Appointed By	Name	Term	Expiration Date
Chair	Senate	Isabelle Saber	Standing Member	N/A
Co-Chair	Senate	Kathryn Mitchell	Standing Member	N/A
Admin. Member	Senate	Riley Dwyer	3	June 30, 2019
Admin. Member	Senate	LaDonna Trimble	Standing Member	N/A
Admin. Member	Administrative Position	Greg Borman	3	June 30, 2021
AVFCT Member	N/A	N/A	N/A	N/A
Classified Member	N/A	N/A	N/A	N/A
Classified Union Member	N/A	N/A	N/A	N/A
CMSA Member	VPAA	Samantha Darby	Standing Member	N/A
Faculty Member	Articulation Officer	Dr. Jessica Eaton	Standing Member	Standing Member
Faculty Member	Senate- CTE Representative	Timothy Sturm	3	June 30, 2023
Faculty Member	Senate- CTE Representative	Kent Moser	3	June 30, 2023
Faculty Member	Senate- HSS Representative	Vacant	3	-
Faculty Member	Senate- HSS Representative	Maria Kilayko	3	
Faculty Member	Senate- MSE Representative	James Dorn	3	June 30, 2022
Faculty Member	Senate- MSE Representative	Richard Biritwum	3	June 30, 2023
Faculty Member	Senate- R&L Representative	Jeffrie Ahmad	3	June 30, 2023
Faculty Member	Senate- R&L Representative	Dr. Richie Hao	3	June 30, 2023
Faculty Member	Senate- SBS Representative	Dr. Ronald Chapman	3	June 30, 2021
Faculty Member	Senate- SBS Representative	Dr. Ibrahim Ganley	3	June 30, 2020
Faculty Member	Senate- A&H Representative	Cynthia Littlefield	3	June 30, 2021
Faculty Member	Senate- A&H Representative	Dr. Ariel Tumbaga	3	June 30, 2021

Faculty Member	Library Rep, Librarian, DE Liaison	Dr. Scott Lee	Standing Member	N/A
Faculty Member	Student Services, Counseling	Luis Echeverria	3	June 30, 2022
Faculty Member	Adjunct Representative	Gabrielle Poorman	3	June 30, 2022
Faculty Member	Outcomes Representative	Cindy Hendrix	3	
Faculty Member	Outcomes Representative	Ronda Nogales	3	June 30, 2022
Additional Member	Student Representative	Vacant	3	n/a

Type of Committee/Authority:

Senate Committee

Purpose:

Mission: The Academic Policies & Procedures Committee (AP&P) is a standing committee of the Academic Senate. Its main responsibility is to oversee the development, review, renewal, and recommendation of curriculum to be approved by the Board of Trustees (Title 5: 55002). Curriculum review and development necessarily reflect the collegial decision to meet student needs for course work that is encompassed within basic skills, general education, transfer, and major programs of study, which include a wide array of occupational and liberal arts disciplines and areas. In addition, the process for establishing prerequisites, co-requisites, advisories, and limitations on enrollment falls under the purview of the curriculum committee (Title 5: 53200-2040).

Committee Submits Recommendations To:

Senate and Board of Trustees

Composition of Representatives:

Division representatives.

Length of Term:

3 years

Quorum :

50% plus 1

Meetings Scheduled:

The second and fourth Thursday.

Minutes/Records Are Available:

<https://www.avc.edu/administration/organizations/app/agendasminutes>

Committee Information Sheet

Distance Education and Technology (DETC)

Committee

2020 – 2021

Title of Representative	Appointed By	Name	Term	Expiration Date
Chair	Faculty Senate	Perry Jehlicka	3 of 3	6/30/21
Co-Chair	VPAA Designee	Greg Bormann	Standing	
Admin. Member		Vacant		
Faculty Member	AP&P Representative	Dr. Scott Lee	2 of 2	6/30/21
AVFCT Member	Faculty Union	John Toth	2 of 2	6/30/21
Classified Member	Learning Management Media Specialist - Ex-Officio	Mike Wilmes	Standing	
Classified Union Member	Classified Union	Sheri Langaman	2 of 2	6/30/21
CMSA Member	ITS Management Representative	Dr. Alex Pariski	2 of 2	6/30/21
Additional Member	IMC Representative	Greg Krynen	Standing	
Additional Member	OSD Alternative Media Specialist	Ken Sawicki	Standing	
Additional Member	Division Representative - Arts & Humanities		2 of 2	6/30/21
Additional Member	Division Representative - Career Tech Ed	Jim Bowen	2 of 2	6/30/21
Additional Member	Division Representative - Counseling		2 of 2	6/30/21
Additional Member	Division Representative - Health & Safety Sciences	Mary Jacobs	2 of 2	6/30/21
Additional Member	Division Representative - Kinesiology & Athletics	Barry Green	2 of 2	6/30/22
Additional Member	Division Representative - Library	Dr. Scott Lee	2 of 2	6/30/21
Additional Member	Division Representative - Math Science Engineering	Kenan Shahla	2 of 2	6/30/21
Additional Member		Ken Lee	2 of 2	6/30/21
Additional Member	Division Representative - Social & Behavioral Sciences	Kimberly Barker	2 of 2	6/30/21
Additional Member	Senator At-Large	Dr. Rona Brynin	2 of 2	6/30/21
Additional Member	Senator At-Large	Dr. Ed Beyer	2 for 2	6/30/21
Additional Member	ASO Representative	Oscar Sanchez	2 for 2	6/30/21

Type of Committee/Authority:

Sub-Committee for the Faculty Senate

Purpose:

The Distance Education and Technology Committee is charged with developing guidelines for the delivery of distance education that will maximize student opportunities for success. The committee makes recommendations to the Academic Senate on issues related to distance education, examines distance education practices for the purpose of developing best practice guidelines, and acts as a resource for technical matters related to academic computing.

Committee Submits Recommendations To:

Faculty Senate

Composition of Representatives:

We have division representation and 2 faculty at large members, they are selected by Faculty Senate.

Length of Term:

2

Quorum :

1/2 plus 1

Meetings Scheduled:

2nd/4th Tuesday of the month (Fall/Spring Semester)

Minutes/Records Are Available:

<https://www.avc.edu/administration/organizations/detc/agendasminutes>



Committee Information Sheet
Faculty Professional Development Committee
2020 – 2021

Title of Representative	Appointed By	Name	Term	Expiration Date
Chair	Senate	Rosa Fuller	1	June 30, 2022
Co-Chair	Administration	Isabelle Sayer	1	Standing Member
Admin. Member	Administration	Laureano Flores	1	Standing Member
Faculty Member	Senate	Dr. Zia Nisani	2	Summer 2022
AVFCT Member	Senate	John Wanko	1	Summer 2022
Classified Member	Senate	Walter Briggs	1	Summer 2022
Classified Union Member	Senate	Dr. Barbara Fredette	1	Summer 2023
CMSA Member	Senate	Kimberly Sennett	1	Summer 2023
Additional Member	Senate	Jane Bowers	1	Summer 2023
Additional Member	Senate	Dr. Rona Brynin	6	Summer 2021
Additional Member	Senate	Dr. DeNean Coleman	1	Summer 2021
Additional Member	Senate	Mark Hoffer	5	Summer 2021
Additional Member	Senate	Tiesha Klundt	1	Summer 2021
Additional Member	Evaluation Coordinator	Tina McDermott	1	Standing Member
Additional Member	Union Representative	Kathy Osborn	1	Summer 2022
Additional Member	Conf Mgmt Rep (CMSA)	James Nasipak	1	Summer 2023

Type of Committee/Authority:

Shared Governance

Purpose:

By adopting the Flexible Calendar Option, Antelope Valley College provides full-time and adjunct

Committee Submits Recommendations To:

Academic Senate

Composition of Representatives:

At large, representing assorted disciplines and constituencies.

Length of Term:

Three years for faculty and 1 year for adjunct

Quorum :

2/3 attendance.

Meetings Scheduled:

Second and fourth Wednesdays of the month.

Minutes/Records Are Available:

Yes. Posted online.

Annual Report 2020/2021

Mission: The Academic Policies & Procedures Committee (AP&P) is a standing committee of the Academic Senate. Its main responsibility is to oversee the development, review, renewal, and recommendation of curriculum to be approved by the Board of Trustees (Title 5: 55002). Curriculum review and development necessarily reflect the collegial decision to meet student needs for course work that is encompassed within basic skills, general education, transfer, and major programs of study, which include a wide array of occupational and liberal arts disciplines and areas. In addition, the process for establishing prerequisites, co-requisites, advisories, and limitations on enrollment falls under the purview of the curriculum committee (Title 5: 53200-2040).

List Committee Goals for 2020/21

- I. Approve various courses and programs and certificates needing review and revision as per Title 5 requirements during the 2020 fall semester in order to remain in good standing and inclusion in the 2021-2022 catalog.
- II. Approve approximately 1,000 courses for Distance Education (DE) approval by December 20, 2020 to comply with current DE requirements.
- III. Continue to encourage the development of new ADT programs, programs, and certificates.
- IV. Complete revision of AP&P Handbook.
- V. Complete work of the Task Group which is reviewing BP 4020 and AP 4021 policies and provide recommendations for revision (re Program Discontinuance policies).

Describe accomplishments made to meet your committee goals:

- I. Reviewed and approved 624 courses and 28 programs in the fall semester; the majority of courses reviewed were for DE approval, allowing AVC to continue to offer instruction to our students during the pandemic. This, by far, was our most important challenge.
- II. Revised the AP&P Handbook. The handbook had not been updated since 2015, and with the change from CurricUnet to eLumen, the project was complex and time-consuming, resulting in a complete overhaul of the handbook.
- III. Completed and forwarded recommendations for changes to BP 4020 and AP 4021. This was a goal that was worked towards in the 2019-20 academic year and completed in the beginning of the 2020-21 academic year.
- IV. Reviewed BP and AP 4235, Credit for Prior Learning, as required by the State Chancellor's Office. The expectations of the Chancellor's Office focused on expanding college's CPL policies; a workgroup was established and the group researched other college's CPL policies, reviewed what AVC students needed, aligned the policies with the new requirements, and made suggestions for both the BP and AP. We have forwarded our recommendations.
- V. Reviewed the college's policy for Correspondence Education. AVC does not have a clear policy, but the Chancellor's Office is requesting one be created. The pandemic has caused college's courses taught at local prisons to be taught as Correspondence Education courses. This will be the next required policy concerning curriculum that will need to be reviewed.
- VI. Created a workflow and process to make corrections to course SLOs that were incorrect due to the move to eLumen. This on-going project will update previously approved SLOs that are incorrect in eLumen, allowing faculty to record accurate data.

What did your committee accomplish to further the College Mission?

Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Accomplishments: AP&P was the major contributor to AVC's ability to continue to offer a quality education to our students. The state required that all courses being offered past December 31, 2020, must be locally approved to be taught as Distance Education courses if we were to continue to offer instruction online during the current pandemic. AP&P was able to help faculty and deans submit DE requests, review said requests, and approve 624 courses during the fall semester, which included all of the necessary courses scheduled for the spring semester, thus ensuring the continuity of education to our students. Furthermore, the CSU system, along with California legislators, have passed AB 1460, an Ethnic Studies requirement for CSU graduates, this year. The new Area F requirement is to be a lower-division course, which therefore affects our students hoping to transfer. The AP&P Committee has worked closely with our Articulation Officer and have submitted cross-listed courses for approval.

What did your committee accomplish to further the 2020/21 College Goals?

Goal 1: Commitment to strengthen Institutional Effectiveness measures and practices.

Accomplishments: AP&P has been working with the Guided Pathways Committee to help faculty add more specific recommended plans of study to their programs listed in the AVC catalog. Additionally, AP&P has made sure that courses and programs include necessary GP information in eLumen as they are reviewed and revised.

Goal 2: Increase efficient and effective use of all resources.

Accomplishments: AP&P provides professional development opportunities to faculty and staff, focusing on training for eLumen and course/program submissions, as well as development of new programs.

Goal 3: Align instructional programs to the skills identified by the labor market.

Accomplishments: AP&P works closely with CTE to ensure programs align with the current labor market. Additionally, AP&P works with faculty from instructional areas to review and revise curriculum to remain current and effective.

What issues do you foresee your committee working through in the upcoming year?

The AP&P Committee members spend many hours reviewing curriculum and offering workshops. The goals we have set are important and necessary; however, the main issue I see is time. We need to work with a tight schedule in order to accomplish our goals this year, and that includes the time to learn eLumen for all faculty, including those on the committee. Also, the state Chancellor's Office has pushed several important mandates this year, and each one gave us little time to respond. This only increases the challenge of accomplishing each goal in a timely manner.

Recommendations for change in membership or function:

None at this time

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List Committee Goals for 2020/21

I.	Develop an AVC online redesign plan by the end of Spring 20201.
II.	Recommend faculty online teaching training program that will serve as a training platform for AVC Faculty
III.	Apply for Local Peer Online Course Review (POCR) Certification from CVC
IV.	

Describe accomplishments made to meet your committee goals:

I.	The AVC online redesign is on task to be up and running before the end of the Spring 2021 term.
II.	This goal has been completed and recommended to Faculty Senate.
III.	We are on task to have our application into the CVC for Local POCR certification by the end of Spring 2021.
IV.	

What did your committee accomplish to further the College Mission?

Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Accomplishments: The remote learning environment has put distance education development at the forefront. We have held two full training for faculty in summer 2020 and fall 2020. There is also one scheduled for Spring 2021. These training have assisted in helping our campus continue to offer a quality education for our communities students.

What did your committee accomplish to further the 2020/21 College Goals?

<p>Goal 1: Accomplishments:</p>	<p>DETC assisted in developing a distance education training program to assist faculty in both remote learning and distance education classes. DETC is also developing an advanced level distance education training for faculty and that will be ready for use in summer 2021.</p>
<p>Goal 2: Accomplishments:</p>	<p>The faculty training that has been developed trains faculty on using our (LMS) Canvas for their class load. We also are now using Techsmith Knomia which provides the faculty with access to caption their videos that are used in in their classes.</p>
<p>Goal 3: Accomplishments:</p>	<p>The trainings that have been done over the past nine months are important steps in helping faculty effectively use Canvas in both the remote learning environment and distanced education courses. The advanced training will be ready for use in summer 2021 and that assist our campus in using proven instructional strategies which will improve the intellectual skills of the students on our campus</p>

What issues do you foresee your committee working through in the upcoming year?

in Distance Education on our campus and we look forward to

Recommendations for change in membership or function:

None at this time

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List Committee Goals for 2020/21

- | | |
|------|---|
| I. | Align AVC Strategic Plan/EMP Goals by mapping AVC's goals to the CCCCCO Vision for |
| II. | Monitor the college's progress on Vision for Success, Student Equity & Achievement (S |
| III. | Improve integrated planning and budgeting processes during 2020-21, in collaboration |
| IV. | Ensure greater college-wide involvement in planning during 2020-21. |

Describe accomplishments made to meet your committee goals:

- | | |
|------|---|
| I. | Although CCCCCO's requirements for this alignment of local goals/metrics with the Vision |
| II. | Data regarding the college's progress are regularly provided and discussed on the target |
| III. | Although the college has been improving each year with respect to its integrated planning |
| IV. | College areas have been more proactive and interested in seeking assistance with and |

What did your committee accomplish to further the College Mission?

Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Accomplishments: The work of SPC during 2020-21 aligns with the mission as planning activities are inherently mission driven. The committee regularly reviews, and develops as needed, the strategic plan and associated metrics, along with the college's progress on these.

What did your committee accomplish to further the 2020/21 College Goals?

- Goal 1:** Commitment to strengthening Institutional Effectiveness measures and practices, **Accomplishments:** as well as goals 2-5 on the strategic/ed master plan. Progress with the 2019-2022 strategic goals was monitored, shared, and discussed at meetings, including associated metrics e.g. Vision for Success, ISS.
- Goal 2:** Increase efficient and effective use of all resources
Accomplishments: Continued efforts to improve integrated planning e.g. Joint SPC-BC meetings to further collaborate on ensuring that budgeting processes are aligned with planning.
- Goal 3:** All five goals of the strategic/ed master plan.
Accomplishments: Added stretch goals to the ISS and monitored and shared progress with them. Also monitored and shared the college's progress on its targets set for the Vision for Success Goals.

What issues do you foresee your committee working through in the upcoming year?

Greater involvement and engagement, along with college-wide support, is still needed for SPC and this v

Recommendations for change in membership or function:

SPC continues to have vacancies for member positions, which affects that greater involvement with plan