



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING**

**May 5, 2011
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. APPROVAL OF MINUTES**
 - a. April 28, 2011 (will be deferred to the May 19, 2011 Senate meeting)**
- 5. REPORTS**

None
- 6. ACTION ITEM**

None
- 7. DISCUSSION ITEM**
 - a. Academic Computing – Tony Korwin**
- 8. SENATE ADMINISTRATIVE BUSINESS**
 - a. Academic Ranking**
 - Larry Veres – Adjunct Assistant Professor
 - c. Announcements**
 - 2011 Faculty Leadership Institute – June 16-18, 2011 - Monterey, CA (TBC)
 - 2011 Student Learning Outcomes Institute – July 13, 2011 - San Diego, CA
 - 2011 Curriculum Institute – July 14-16, 2011 - San Diego, CA
- 9. ADJOURNMENT**

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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**

May 5, 2011

3:00 p.m. – SSV 151

1. CALL TO ORDER AND ROLL CALL

Mr. Christos Valiotis, Academic Senate President, called the March 5, 2011 Academic Senate meeting to order at 3:03 p.m.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

- Mr. Valiotis stated the following information is based on a publication dated May 4, 2011. The state of California received \$2 billion more in income taxes revenues than originally anticipated. No mention was made on how the additional revenue will change the current budget projections for community colleges. The governor is still insisting tax extensions are a necessary component in balancing the budget. The District has not received news of new budget information from the Chancellor's Office in light of the new income tax revenue information. The established budget shortfall projection of \$8 - \$10 million dollars still stands until formal notification is received from the Chancellor's Office on budget projection changes.
- On Monday, May 9, 2011, ASO is hosting a political extravaganza. The Faculty are encouraged to participate in Statewide walkout protesting the projected cuts to education. Mr. Valiotis encouraged Senators to support the efforts that are happening across California.
- Many have read the Faculty Union and District news articles in the local papers and have heard negotiations have reached an impasse between the District and the Faculty Union. On Monday, May 9, 2011 there is a scheduled Board of Trustee meeting. It seems very likely given this meeting will be packed. Senators were encouraged to attend to acquire an understanding and negotiation information first hand.

3. OPEN COMMENTS FROM THE PUBLIC

- Ms. Sara Rothenberg inquired about the Blackberry cell phone found at the last Senate meeting. She was informed the telephone was returned to the proper owner.
- Senators inquired about the various emails and news articles written regarding Faculty negotiations with the district. Mr. Valiotis stated he did not have any more information on the negotiation process than what is being stated in the articles. Union members may receive additional emails from the Union Executive with further information on the progress of negotiations. It seems the main negotiation issue involves the elimination of Intersession, and the disagreement between the Faculty Union and Administration in terms of considering the reduction of classes as part of the overall cut to faculty pay. There are some major issues that must be resolved.

4. APPROVAL OF MINUTES

a. April 28, 2011 (will be deferred to the May 19, 2011 Senate meeting)

Mr. Valiotis stated due to having to reschedule the April Senate meeting one week later than the original meeting date the Senate meetings were scheduled one week after another which did not adequately provide time needed to transcribe minutes. The approval of the April 28, 2011 Senate meeting minutes will be deferred to the May 19, 2011 Senate Meeting.

5. REPORTS

None

6. ACTION ITEM

None

7. DISCUSSION ITEM

a. Academic Computing – Tony Korwin

Mr. Valiotis introduced Mr. Tony Korwin, Interim Information Technology Services Director, who will address campus Academic Computing issues.

Mr. Korwin distributed an informational hand out highlighting four key elements to Academic Computing: Instruction: Classroom control, Software access, Equipment reliability, and Platform flexibility; Maintenance: Standardization, Preparation, Installation, and Hardware replacement; Behavior: Personal, Spam, Attacks, and Ethics; and Legal: Licensing, Disposal, Costs, and Policy. In his experience as Interim Director there are vastly different perceptions regarding ITS. On a daily basis ITS Staff are commended for the work they perform, although there is also a definite negative perception of ITS on campus. He emphasized he is working diligently to change the negative perception some of them relating to Academic Computing issues on campus. The campus has approved processes and procedures which must be considered and improved, if necessary. One area of concern he is working to address is the ITS Help Desk (x6565). No one likes listening to automated calls but there is only one staff member to answer calls in a given day which makes the automated answering service unavoidable. Some of the concerns regarding the Help Desk are trouble calls not being addressed in a timely manner or logged into the system. Mr. Korwin has investigated some complaints regarding the lack of response to trouble calls and concluded some of the requested work orders were not properly called in and therefore not logged into the system. He emphasized the importance of calling the Help Desk for any computing problems regardless of the perception. All work requests should be responded to with a tracking number within a twenty-four hour time period. If a faculty does not receive notification within this time period they should call back and inquire. Faculty should feel free to contact Mr. Korwin with any issues they are having with trouble calls not being addressed and he will investigate the matter further. He stated there seems to be a disconnect with problems occurring in the classroom and these issues not being reported to ITS for repair. There is great need for faculty assistance in reporting issues in the classroom so that they can be placed and prioritized on the work order list. ITS is very interested in improving services on campus but is dealing with a reduction in staff due to retirement and promotion. The vacant positions are not scheduled to be filled at this time to save money in this fiscally uncertain time. Having to deal with a campus computing issues is difficult with a declining staff but ITS is committed to doing their best. Mr. Korwin reported ITS is working with having to try to repair older equipment which needs to be updated. There is an imminent need for a campus technology equipment plan to be approved for technology updates to be implemented. The expenses for annual technology equipment and software updates must be included in the districts budget at some point in the near future. It is especially important to look at standardizing equipment and software updates across campus during these budgetary difficult times. Mr. Korwin reported when he left the office to attend the Senate meeting there were ninety-five work orders logged into the trouble call system. Some of the work orders date back a couple months which is an issue. Optimally, he would like to see the day when only eight to ten work orders are logged into the trouble call system but at this point ITS has to catch up on the work orders that are currently logged into the system. Unfortunately, at this time ITS are behind in addressing trouble calls, short staffed, and are doing their best to address all requests but need the assistance and patience of the campus community.

Mr. Korwin detailed the importance to involve ITS on various faculty technology issues or when technology decisions are being discussed. ITS should be the first point of contact when considering any technology equipment purchases or changes. Allowing this type of collaboration will provide ITS the opportunity to determine future technological impact and determine whether ITS should be part of the process or discussion. It is frustrating for both faculty and ITS Staff when at the last minute an emergency trouble call comes in for new technology installation or requests and ITS can't accommodate requests. If faculty are considering writing grants that includes purchasing new technology (i.e. iPads, cell phones, etc.) they should contact ITS to discuss these technology ideas with ITS so there is an opportunity for ITS to provide specification requirements and a rough estimate of total costs for full implementation of grant requests. Currently, there is a collaborative effort occurring on campus with various constituents to streamline the grant proposal process. This effort is

being made to clearly address the process and procedures required for grant proposals. Ultimately, the new process and procedure will require campus constituents seeking grant monies to notify the appropriate entities on campus so that everyone is aware of the campus wide impact of grant proposals.

Mr. Korwin provided an overview of the Technology informational handout provided to Senators:

Instruction: there are four areas relating to instruction that must be taken into consideration. 1) Classroom Control for online courses. The development of online courses is the creative measures of individual faculty teaching courses online. 2) Software Access – do faculty have the software need to conduct their courses and is it operational when needed. 3) Equipment reliability – this is very important. This is a serious issue and the district needs to establish a strategic plan for upgrading old equipment because ITS is currently trying to work with a large amount of old equipment which makes updates/upgrades extremely difficult. 4) Platform flexibility – the campus is diverse and some prefer to use Macs, whereas others prefer PCs. There are distinct disadvantages for Macs being on a PC network and the campus community needs to realize that there are issues that must be addressed prior to considering purchasing a Mac, and adding the new Mac to the network server. It is not a simple situation and there is the perception that ITS does not want Macs on the network which is not the case. ITS must have the opportunity to address all potential issues prior to the purchase or adding a Mac to a PC server.

Legal: Licensing, Disposal, Costs, and Policy – there are always legal sides to every issue. This perhaps is the one area that is non negotiable. The District must comply with licensing, purchasing, and disposal requirements of technology equipment. The Technology related policies which have been established for the District are what should be followed. If there are any changes that need to be made to the existing policies then efforts need to be made to revise the current policies and procedures, until this occurs the policies and procedures must be abided.

Behavior: Personal, Spam, Attacks, and Ethics – Personal behavior relates to students, faculty, and staff. How each entity handle the technology made available to them. This includes abusing equipment as well as inappropriately using technology software. Everyone hates spam. In a recent article it referenced the highest country producing the largest volume of spam is Brazil with three trillion spam messages. The second highest spam producing country is the United States with 2.8 trillion messages. Spam issues are dealt with on a daily basis and fill up email accounts. It is very frustrating and irritating dealing with spam but there is a need to protect the campus network from spam attacks. Sometimes these attacks are internal and come from a network computer by someone opening up a video that had a link. The most recent spam attack announced on the news was related to pictures or videos on Osama Bin Laden. The malware is installed onto computers and then uses this computer against any others on the network. These are the types of issues ITS is dealing with on a daily basis. The final element in this area is ethics which relates to whether or not the behavior of an action in terms of technology is ethical.

Maintenance: Standardization, Preparation, Installation, Hardware replacement – the final piece of the puzzle is maintenance. Standardization is a key element to maintaining operational technology especially with reduced staff. ITS must have a mechanism of standardization whether working with PCs or Macs to operate efficiently. In terms of preparation, IT works to ensure classrooms are adequately prepared with technology for courses, although given the age of equipment it is not always feasible to meet all requests. Sometimes it is required to specifically identify software needs for areas. For example, in the Business Education labs, ITS is working with faculty to determine specific software needs in specific labs because it is not feasible to run all requested software in every lab. The equipment simply cannot handle it. Installation – when a new computer is acquired ITS will ensure the computer is placed on the network and provide the user with the necessary software needed to utilize the equipment and moves forward from there. The issue of maintenance is significant and faculty support is definitely needed in this area. ITS has attempted to get a technology replacement budget item approved. The previous recommendations included allocating District funds to replace a quarter of campus equipment each year. These attempts have been unsuccessful and given the current budget situation does not look optimistic for future years. If a budget item is not included in future budget to replace technology equipment (i.e. computers and servers) then there are going to be some

serious issues in the near future. Last year the technology maintenance was facilitated due to monies acquired through the Chevron grant. ITS was able to perform some backend upgrades that normally would not have been completed. Faculty must understand as we move forward the technology gap will increase rapidly. It is no longer an issue of what faculty desire to have in classrooms but what can actually be accommodated. The technology gap increases rapidly and without an approved maintenance budget item it will continue to grow. The equipment replacement budget item is estimated to cost approximately \$290,000 a year for a five year replacement plan.

Questions and answers:

- *A Senator inquired why certain websites are restricted.* ITS has to implement controls over the system so that the campus is protected. Mr. Korwin stated he is more than willing to look at changes to the current policy if there are means to hold abusers of the system responsible.
- *A Senator inquired why certain spam is overlooked by the system.* Mr. Korwin stated the spam filters are learning which emails are spam messages. If you receive spam emails send the address to the spam folder to initiate a filter. The system has to learn which sites are actually spammers.
- *A Senator inquired about system usage information.* Mr. Korwin stated he didn't currently have the information but would like to create some graphs regarding usage for distribution for campus awareness. However, ITS does have usage reports for Blackboard. ITS is in the process of getting reports on the user traffic for the system. Using second life can really halt the functioning of the system for all your colleagues.
- *A Senator inquired what needs to be done to report a problem.* Mr. Korwin stated the Help Desk should be contacted at x6535. If the problem is located in a computer lab it should be reported to the lab technician on duty.
- *A Senator inquired with the system being down so often is there another means that can be used to access email?* Mr. Korwin responded the District is considering outsourcing campus email. As for outages ITS has scheduled maintenance time for the third Sunday of every month from 6a.m. to 6p.m.
- *A Senator inquired if IT had anything to do with the motion detectors that were installed?* Yes. However, originally an outside company was contracted to install the sensors. If the sensor does not recognize movement in a 30 minute timeframe it will power off to save energy. All APC bricks should be removed and should no longer be used.
- *A Senator stated most of the students using lab computers are watching videos. Is this activity policed?* No.
- *A Senator inquired if faculty can police these areas so that the system is not inundated and bogged down?* Mr. Korwin stated we need to educate these students.
- *A Senator stated the Fine Arts area does not have the adequate technology needed to support its programs and simply want to make Mr. Korwin aware of the issue. Faculty in this area are working with outdated non-media boxed equipment. When a faculty receives updates many do not have permission needed to update the equipment, what can be done?* Mr. Korwin stated ITS is trying to work a satisfactory solution for this issue.
- *A Senator inquired what exactly is going to be done about updating fine arts technology.* Mr. Korwin responded that these are projects that are identified by the college and the services of ITS is consulted on possible solutions.

- *A Senator inquired about a potential system that will allow faculty to have control for classroom instruction and install software on these computers. What processes can we put into place to help that along?* Mr. Christos responded everything is interconnected so it is a complicated question. MIS computing is not separated from the academic computing system therefore if the server is infected everything can be brought down. The DETC committee is drafting a proposal that will outline the process for faculty to install software on classroom computers.
- *A Senator inquired how the scheduled summer shutdown will affect ITS support.* Mr. Korwin stated the summer shutdown should not affect blackboard because the server is entirely off campus. The summer shutdown will affect MyAVC support because there will be a scheduled three day weekend instead of a two day.
- *A Senator inquired if there is a possibility that computer labs will be changed?* Mr. Korwin stated ITS will not have adequate time needed to reconfigure labs so what is currently installed during spring will be maintained for the fall. The BE building however is planning on buying three new labs. BE 319 will be open for faculty all summer long.
- *Mr. Valiotis inquired if there was any estimation on the number of courses that will be affected?* Ms. Kathy Moore, Ms. Rosa Onofre, and Ms. Susan Knapp will forward information regarding the need of open labs and how the closures or lack of software updates will affect students and instruction.
- *A Senator inquired what Mr. Korwin's future at AVC is after June 30th.* Mr. Korwin responded no one has spoken to him regarding extending this employment and is unaware of anything.
- *Ms. Kathy Moore stated faculty are getting pressured by textbook companies to update books to newer edition what should faculty do?* The BE building will be open in the summer and there will be an open lab for faculty to use. Faculty needing labs software updated need detail what upgrades are needed to the ITS department as soon as possible. Mr. Chris Clement will be the IT Technician in the BE labs and will need the information because he will create the image that will be implemented on those systems.

Mr. Valiotis inquired whether faculty can help ITS with some of these ITS staffing problems? Some would volunteer could ITS provide training to volunteers and utilize them in assisting in addressing some of the trouble calls? Mr. Valiotis suggested that Mr. Korwin think about the potentiality of this occurring on campus and bring provide any feedback to the next Senate meeting.

Director Korwin stated all institutional student worker support has been cut. The open labs in the BE building have been institutionally supported by paid student workers and will no longer be funded. Next year without the funding of student workers there may not be open labs for the fall 2011 semester in BE310 and BE317 which are designated open labs. Mr. Valiotis stated he would bring this issue to the attention of SPBC.

Mr. Valiotis extending an open invitation to Mr. Korwin to attend future Senate meetings if there are any problems or support needed regarding ITS. He was encouraged to contact the Senate Office to be request to be placed on the agenda for a future meetings.

8. SENATE ADMINISTRATIVE BUSINESS

a. Academic Ranking

- Larry Veres – Adjunct Associate Professor

A motion was made and seconded to approve the Academic Ranking of Adjunct Associate Professor to Mr. Larry Veres. Motion carried.

b. Announcements

- 2011 Faculty Leadership Institute – June 16-18, 2011 - Monterey, CA (TBC)
- 2011 Student Learning Outcomes Institute – July 13, 2011 - San Diego, CA
- 2011 Curriculum Institute – July 14-16, 2011 - San Diego, CA

9. ADJOURNMENT

A motion was made and seconded to adjourn the March 5, 2011 Academic Senate Meeting at 4:30 p.m.
Motion carried.

MEMBERS PRESENT			
Paul Ahad	Kathy Moore	Van Rider	John Toth
Ron Chapman	Rosa Onofre (proxy)	Sandra Robinson	Christos Valiotis
Lee Grishman (proxy)	Mike Pesses	Sara Rothenberg (proxy)	Larry Veres
Jack Halliday	Berkeley Price	Casey Scudmore	
Mike Hancock	Harish Rao	Ken Shafer	
Susan Knapp	Terry Rezek	Elizabeth Sundberg	
MEMBERS ABSENT		GUEST PRESENT	
Enrique Camacho	Glenn Haller	Tony Korwin	
Mark Covert	Alex Schroer		
Luis Echeverria	Justin Shores		