



**ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING**

**AGENDA**

**September 3, 2015  
3:00 p.m. – 4:30 p.m.  
L-201**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE SENATE PRESIDENT
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. June 4, 2015 Academic Senate Meeting (attachment)
  - b. July 16, 2015 Senate Executive Meeting (attachment)
5. REPORTS (5 minutes maximum)
  - a. Legislative Liaison Report
6. DISCUSSION ITEMS
  - a. BP/AP Policy Changes (attachments)
    - i. BP & AP 3420 Equal Employment Opportunity
    - ii. BP & AP 3430 Prohibition of Harrassment
    - iii. BP & AP 3501 Campus Security and Access
    - iv. BP & AP 3510 Workplace Violence Plan
    - v. AP 3515 Reporting Crimes
    - vi. AP 3540 Sexual Assaults on Campus
    - vii. BP & AP 7110 Delegation, HR
    - viii. AP 7130 Compensation
    - ix. AP 7160 Professional Development
    - x. BP 7340 Leaves
    - xi. BP & AP 7700 Whistleblower Protection
    - xii. BP & AP 6300 Fiscal Management
    - xiii. BP & AP 6400 Audits
  - b. Article V Ratification (attachment)
  - c. Proposed New Academic Calendar (attachment)
  - d. Staggered Terms - Senators
7. ACTION ITEMS
  - a. BP/AP Policy Changes (attachments)
    - i. BP 4020
    - ii. BP 4025
  - b. Equivalencies (attachments)
    - i. Sociology
    - ii. CTE/Health Care Ancillaries
    - iii. CTE/Nutritional Science/Dietetics

8. INFORMATIONAL ITEMS

- a. BP/AP Policy Changes

9. SENATE ADMINISTRATIVE BUSINESS

- a. AP&P Committee Course/Program Recommendations for Academic Senate Approval (attachment)

- b. Appointments

- i. Distance Education & Technology Committee Co-Chair  
Perry Jehlicka

- ii. Tenure Review Committee – Nursing  
Dr. Jessica Eaton

- iii. College Hearing Panel & Grievance Pool

- 1) Dr. Jessica Eaton
- 2) Dr. Aurora Burd
- 3) Ronald Mummaw
- 4) Dr. Irit Gat
- 5) Lisa Karlstein
- 6) Lance Hodge
- 7) Dr. Xinmin Zhu
- 8) Dr. Scott Lee
- 9) Dr. Alexandra Schroer
- 10) Michael Rios
- 11) John Taylor
- 12) Debra Anderson
- 13) Ty Mettler
- 14) Kenneth Lee
- 15) Terry Rezek
- 16) Candace Martin
- 17) Joseph Owens
- 18) Jeffrey Cooper
- 19) Jonet Leighton
- 20) Dr. Ron Chapman

- c. Academic Ranking

10. ANNOUNCEMENTS

November 5-7, 2015	2015 Fall Plenary	Irvine Marriott
November 14, 2015	2015 Fall Curriculum Regional Meeting	Location TBD
February 19-20, 2016	2016 Accreditation Institute	Marriott Mission Valley, San Diego
April 20-23, 2016	2016 Spring Plenary	Sacramento Convention Center
June 9-11, 2016	2016 Faculty Leadership Institute	Mission Inn, Riverside
July 7-9, 2016	2016 Curriculum Institute	Double Tree Hilton - Anaheim

11. ADJOURNMENT

<b>2015-16 ACADEMIC SENATE MEETINGS &amp; COMMITTEE REPORTS</b>	
<b>September 17, 2015</b>	<b>November 5, 2015</b>
<b>October 1, 2015</b>	<del>November 26, 2015</del> - HOLIDAY

<b>October 15, 2015</b>	<b>December 3, 2015</b>
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**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.

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ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING

MINUTES

June 4, 2015

3:00 p.m. – 4:30 p.m.

L-201

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The Academic Senate meeting of June 4, 2015 was called to order at 3:00 p.m. by Dr. Ed Beyer, Academic Senate President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Dr. Ed Beyer expressed his well wishes to Ms. MaryAnne Holcomb who is retiring.

3. OPEN COMMENTS FROM THE PUBLIC

Dr. Ken Shafer suggested agenda packets be distributed in hard copy format.

4. APPROVAL OF MINUTES

a. May 21, 2015 Academic Senate Meeting (attachment)

*A motion was made and seconded to approve minutes of the May 21, 2015 meeting.  
Motion carried with one (1) correction.*

5. REPORTS (5 minutes maximum)

a. Legislative Report – Dr. Glenn Haller

Dr. Glenn Haller presented a legislative report – see attachment.

6. REPORTS ON ACTION ITEMS AND IMPLEMENTATION

a. Equivalencies (attachments)

1. Sociology
2. CTE/Health Care Ancillaries
3. CTE/Nutritional Science/Dietetics

7. ACTION ITEMS

a. Appointments

Tenure Review Committees (11)

- 1) Dr. Alexandra Schroer (Math&Science/Physical Science)
- 2) Scott Memmer (LA/English)
- 3) Lisa Karlstein (VAPA/Photography)
- 4) Dr. Ron Chapman (SBS/Sociology)
- 5) Dexter Cummins (CTE/Administration of Justice)
- 6) Dr. Bassam Salameh (MS/Biology)
- 7) Ann Volk (CTE/Nutrition & Foods)
- 8) Dr. Paul Ahad (MS)
- 9) Dr. Mark McGovern (MS)

*A motion was made and seconded to ratify the appointments of the aforementioned candidates to serve as faculty representatives on the Tenure Review Committees.  
Motion carried.*

- b. Academic Ranking
- Deborah Dickinson – Professor
  - Sandra Hughes – Professor
  - Sandra D. Robinson – Professor

*A motion was made and seconded to ratify the aforementioned Academic Ranking requests. Motion carried with two (2) abstentions.*

- c. Election

- Senate Executive Vice President – Dr. Irit Gat (attachment)

*A motion was made and seconded to elect by acclamation Dr. Irit Gat as the Senate Executive Vice President. Motion carried.*

- d. Article V Ratification (attachment)

*A motion was made and seconded to ratify Article V.*

Members discussed Article V and were divided as to whether the new requirements are too demanding, and also unfair to those in transition who are working to reach a higher ranking under the current requirements. It was suggested to give faculty one-year notification prior to changes in the obligations of academic ranking.

*Motion failed: 9 yes votes; 11 no votes; 3 abstentions.*

## 8. DISCUSSION ITEMS

- a. AP 3570 Tobacco Use on Campus Updated (attachment)

Dr. Beyer explained the reviews of APs and BPs will be a standing item for the Senate. The Senate Executive will work on behalf of the Academic Senate during summer and if there is no feedback regarding AP 3570, AP 5520 and AP 5530, the Senate Executive will move them forward.

Dr. Beyer read AP 3570 and asked if senators had questions regarding the suggested revisions.

- b. AP 5520 Student Discipline Updated (attachment)

Dr. Beyer read AP 5520 and asked if senators had questions regarding the suggested revisions.

It was suggested faculty receive training to understand the process when a student who is suspended attends class. The recommendation will be forwarded to the Vice President of Student Services. Dr. Beyer reminded senators of the Behavior Intervention & Disciplinary Referral Procedures workshops facilitated by Deputy Raymond Murgatroyd and Gary Roggenstein held on Welcome Back/Opening Day. He encouraged faculty to submit the [BIT Disciplinary Report](#) anytime a student's behavior is questionable. The form can be found on the Vice President of Student Services website.

- c. AP 5530 Student Rights & Grievances Updated (attachment)

Dr. Beyer read AP 5530 and asked if senators had questions regarding the suggested revisions.

Dr. Beyer asked senators to share the APs and suggested revisions with faculty, and forward any feedback to Dr. Beyer or the Senate Executive. The goal is to present the reviews for July 2015 board approval.

- d. Presentation – Historical Changes of BP 4020/BP 4025 – Ed Knudson  
 President Ed Knudson addressed senators to explain the historical perspective of BP 4020 and BP 4025 – see attachments.

Dr. Beyer explained the BP 4020 and BP 4025 information will be reviewed during the summer and shared with constituents for consideration in the fall.

9. INFORMATIONAL ITEMS

- a. Unit Organizational Review: Facilities & AVC Foundation Office  
 Dr. Beyer read a memorandum explaining unit organization review for both Facilities and the AVC Foundation office.

10. SENATE ADMINISTRATIVE BUSINESS

- a. AP&P Committee Course/Program Recommendations for Academic Senate Approval

11. ANNOUNCEMENTS

June 11 – 13, 2015	Faculty Leadership Institute	San Jose Marriott
July 9 - 11, 2015	2015 Curriculum Institute	Double Tree, Orange

12. ADJOURNMENT

The Academic Senate meeting of June 4, 2015 was adjourned at 4:26 p.m. by Dr. Ed Beyer, Academic Senate President.

<b>MEMBERS PRESENT</b>		
Dr. Ed Beyer	Dr. Jessica Harper	Terry Rezek
Dr. Liette Bohler	MaryAnne Holcomb	Van Rider
Diane Flores-Kagan	Dietra Jackson	Dr. Ken Shafer
Rosa Fuller	Dr. Matthew Jaffe	Elizabeth Sundberg
Dr. Irit Gat	Susan Knapp	Lisa Vath
Dezdemonia Ginosian	Jonet Leighton	Larry Veres
Jack Halliday	Dr. Zia Nisani	Lisa Karlstein (proxy)
Dr. Glenn Haller	Catherine Overdorf	Harish Rao (proxy)
<b>MEMBERS ABSENT</b>		
Karen Lubick		
<b>GUESTS/EX-OFFICIO</b>		
Ed Knudson	Dr. Susan Lowry	Dr. Lee Grishman

<b>2014-15 ACADEMIC SENATE MEETINGS &amp; COMMITTEE REPORTS</b>	
<b>February 19, 2015</b> Honors Program Committee Accreditation Committee AP&P Committee	<b>April 16, 2015</b> Tenure Review Committee Accreditation Committee
<b>March 5, 2015</b> Faculty Professional Development Committee Distance Education & Technology Committee Tenure Review Committee	<b>May 7, 2015</b> Faculty Professional Development Committee Distance Education & Technology Committee
<b>March 19, 2015</b> Outcomes Committee Program Review Committee	<b>May 21, 2015</b> Outcomes Committee Honors Program Committee Program Review Committee
<b>April 2, 2015</b> AP&P Committee	<b>June 4, 2015</b>

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ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE EXECUTIVE MEETING  
AGENDA  
July 16, 2015  
2:30 p.m.  
L-202

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL  
The Academic Senate Executive meeting of July 16, 2015 was called to order at 2:30 p.m. by Dr. Ed Beyer, Academic Senate President.
2. OPENING COMMENTS FROM THE SENATE PRESIDENT
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. June 4, 2015 Academic Senate Meeting (attachment)  
Minutes tabled for September 3, 2015 Senate Meeting.
5. REPORTS ON ACTION ITEMS AND IMPLEMENTATION
  - a. Appointments  
Tenure Review Committees (11)
    - 1) Dr. Alexandra Schroer (Math&Science/Physical Science)
    - 2) Scott Memmer (LA/English)
    - 3) Lisa Karlstein (VAPA/Photography)
    - 4) Dr. Ron Chapman (SBS/Sociology)
    - 5) Dexter Cummins (CTE/Administration of Justice)
    - 6) Dr. Bassam Salameh (MS/Biology)
    - 7) Ann Volk (CTE/Nutrition & Foods)
    - 8) Dr. Paul Ahad (MS)
    - 9) Dr. Mark McGovern (MS)
  - b. Academic Ranking
    - Deborah Dickinson – Professor
    - Sandra Hughes – Professor
    - Sandra D. Robinson – Professor
  - c. Appointments
    - Senate Executive Vice President (attachment)
  - d. Article V Ratification (attachment)
6. ACTION ITEMS
  - a. Faculty Hiring Prioritization Process – E. Beyer  
*A motion was made and seconded to approve the Faculty Hiring Prioritization Process. Motion carried with one (1) abstention.*



## 7. DISCUSSION ITEMS

- a. Senate Minutes – Dr. Lee Grishman  
Ms. Nancy Masters, Senate Coordinator and minute-taker was excused from the meeting.
- b. Academic Ranking
  - i. Lucia Pozo
  - ii. Bonnell Curry
  - iii. Victoria Beatty

Dr. Beyer explained that because Article V was not ratified, there is not an academic ranking process in place; 2-3 nurses were approved for academic ranking before discovering the article was not ratified. Members discussed what to do with the approvals were passed erroneously. The aforementioned ranking requests were tabled until Article V is ratified.
- c. Senator Training – Dr. Irit Gat  
Dr. Irit Gat reported she will create a senator training handout after attending a recent statewide leadership conference. Items will include Ed Code, Assembly Bill 1725, Title 5, the role of the Academic Senate, 10 + 1, processes, *rely primarily vs. mutual agreement*, issues with board policy changes, etc.  
  
Dr. Beyer suggested an extra meeting be held for comprehensive senate training. Dr. Gat will create the outline for said training. Dr. Beyer reported the state senate is available to provide training as well.
- d. Basic Skills Reporting – Karen Lubick  
Ms. Karen Lubick reported a change in the membership of the Basic Skills Committee as there are currently too many members. She asked for direction regarding the current structure that calls for two (2) faculty representatives to serve but has not happened.  
  
Dr. Beyer noted anyone who serves as a faculty representative on a committee should report back to the senate. Members discussed the lack of reports from numerous committees. In the essence of time it was suggested the representatives file a report at minimum. Dr. Beyer explained that decisions and discussions are to go through the College Coordinating Council (CCC), with formal recommendations made end of the year.
- e. Bylaws Article V – Dr. Ed Beyer  
Dr. Beyer led discussion regarding the failure of Bylaws Article V. It will be returned to the Bylaws Task Force for discussion and brought forth again with justification for the recommendation.
- f. DETC Co-Chair – Dr. Ed Beyer  
Dr. Beyer reported Perry Jehlicka stepped forward to serve as the Distance Education and Technology Committee (DETC). Agreement – sent name forward for ratification. *A motion was made and seconded to approve the appointment of Perry Jehlicka as the DETC Co-Chair. Motion carried.*

The appointment will be agendaized for ratification at the September 3, 2015 Senate meeting.

## 8. INFORMATIONAL ITEMS

9. SENATE ADMINISTRATIVE BUSINESS

Dr. Beyer reported he is working with Dr. Susan Lowry on New Faculty Orientation, which will be held August 17 – 19, 2015.

Dr. Beyer will hold a gathering in his home on August 19, 2015.

The New Employee Reception will be held on Thursday, August 20, 2015.

There will be a Senate Leadership Retreat – TBD.

10. ANNOUNCEMENTS

June 11 – 13, 2015

Faculty Leadership Institute

San Jose Marriott

July 9 - 11, 2015

2015 Curriculum Institute

Double Tree, Orange

11. ADJOURNMENT 3:54 p.m.

<b>MEMBERS PRESENT</b>	
Dr. Ed Beyer	Van Rider
Karen Lubick	Dr. Irit Gat
<b>GUESTS</b>	
Dr. Lee Grishman	

<b>2014-15 ACADEMIC SENATE MEETINGS &amp; COMMITTEE REPORTS</b>	
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## BP 3420 Equal Employment Opportunity

Reference:

**Education Code Sections 87100, et seq.**

**Title 5, Section 53000, et seq.**

***ACCJC Accreditation Standard III.A.11***

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

**See Administrative Procedure #3420**

**Adopted: 11/7/05, 4/15**

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## AP 3420 Equal Employment Opportunity

### Reference:

**Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.  
ACCJC Accreditation Standard III.A.11**

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The EEO plan shall be a district-wide, written plan that implements the District's EEO program, includes the definitions contained in Title 5, Section 53001, and addresses the following:

- Submission of plans and revisions to the state Chancellor's Office for review and approval as required.
- The designation of the District employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this Procedure;
- The procedure for filing complaints and the person with whom such complaints are to be filed;
- A process for notifying all District employees of the provisions of the plan and the policy statement required;
- ~~A process for ensuring that District employees who are to participate on screening or selection committees receive, prior to their participation, training on the requirements of the applicable title 5 regulations and of state and federal nondiscrimination laws, the educational benefits of workforce diversity, the elimination of bias in hiring decisions, and best practices in serving on a screening or selection committee; shall receive appropriate training on the requirements of this Subchapter and of state and federal nondiscrimination laws;~~
- A process for providing annual written notice to appropriate community-based and professional organizations concerning the District's plan and the need for assistance from such organizations in identifying qualified applicants for openings within the District;
- An analysis of the number of persons from "monitored groups", as defined by Title 5, Section 53001(i), who are employed in the District's work force and those who have applied for employment in each of the job categories listed below.
- An analysis of the degree to which monitored groups are underrepresented in comparison to the numbers of persons from such groups whom the state Chancellor's Office determines to be available and qualified to perform the work required for each such job category and whether or not the under-representation is significant;
- The steps the District will take to promote diversity in its work force;
- Methods for addressing any discrimination that is detected in the District's hiring practices, and;
- Additional steps to address any significant under-representation of monitored groups identified in the plan.
- The plan shall be a public record.

*Added Note!*

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The District shall make a continuous good faith effort to comply with the requirements of the plan.

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### Annual Evaluation

The Office of Human Resources will annually survey the district's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the EEO Plan, to provide data needed for the reports required by the Plan and to determine whether any monitored group is underrepresented. The district will annually report to the Chancellor the results of its annual survey of employees. At least every three years the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- executive/administrative/managerial
- faculty and other instructional staff
- professional non-faculty
- secretarial/clerical
- technical and paraprofessional
- skilled crafts; and
- service and maintenance.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s).

### EEO Advisory Committee

The district has established an Equal Employment Opportunity Advisory Committee to assist the district in implementing its EEO Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The committee shall include a diverse membership whenever possible. The committee will be composed of the EEO Officer, Human Resources Director, two members from the Academic Senate, one administrative council member, two ASO representatives, two classified union representatives, one member of the confidential/management/supervisory unit, one member from Disabled Student Services, and one member from the faculty union. Ex-officio members shall include the Human Resources Vice President and the EEO Officer, if different from the Human Resources Vice President. The Equal Employment Opportunity Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees, the President, and EEO Officer. The advisory committee shall receive training in all the following: applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce diversity, the identification and elimination of bias in hiring decisions; and the role of the advisory committee in carrying out of the District's EEO Plan.

## Employment Procedures

Job Analysis and Validation: The Vice President of Human Resources or designee shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities and characteristics an employee must possess to perform the job satisfactorily.

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A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description: Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

## Recruitment

- Recruitment must be conducted actively within and outside of the District work force.
- Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances.
- Recruitment must utilize outreach strategies designed to ensure that all qualified individuals, from all monitored groups, are provided the opportunity to seek employment with the District.
- Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations that primarily serve members of monitored groups that are underrepresented in the District.
- Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation.

## Applicant Pools

- The application for employment shall afford each applicant an opportunity to identify himself or herself voluntarily as to gender, ethnicity and, if applicable, his or her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.
- After the application deadline has passed, the initial applicant pool shall be analyzed to determine whether the projected representation has been achieved for monitored groups. If these projections have not been met, the District shall immediately determine whether the failure to meet the projected representation of monitored groups in the

initial pool was due to discriminatory practices. If not, the hiring process may continue to the next level. If, however, the District determines that discriminatory practices caused the under-representation, the District may immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

- Once the qualified pool is formed, the pool must again be analyzed. If this analysis reveals adverse impact against any monitored group, the District may immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

#### Screening and Selection

Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the state Chancellor's Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include a diverse membership when possible; and exclude applicants, persons who have written letters of recommendation, family members, and relatives.
- Every screening and selection committee includes an EEO representative trained to monitor conformance with EEO requirements. The Vice President of Human Resources assures that the screening and selection process conforms to accepted principles and practices, including preparation of job-related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and records relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.
- If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:
  - review its recruitment procedures;
  - consult with counsel to determine whether there are other, additional measures that may be undertaken that are required and/or permitted by law;
  - consider various other means of reducing the under-representation which do not involve taking monitored group status into account and implement any such techniques that are feasible;



- If significant under-representation persists:
  - monitor on an on-going basis;
  - review each locally-established job qualification to determine if it is job related and consistent with business necessity;
  - discontinue the use of any non job-related local qualification;
  - and continue using job-related local qualifications only if no alternative standard is reasonably available.
  - Consider the implementation of additional measures designed to promote diversity.

#### **Delegation of Authority**

The Board of Trustees delegates to the Assistant Superintendent/Vice President of Human Resources the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Vice President of Human Resources shall also serve as the Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If a complaint involves the Equal Employment Opportunity Officer, the complaint may be filed with the President.

### Complaint Procedure

The process for filing a complaint alleging that the equal employment opportunity regulations have been violated is outlined in the EEO Plan. In addition, the district has adopted procedures for complaints alleging unlawful discrimination or harassment. The district's discrimination and sexual harassment complaint procedures are attached to the EEO Plan.

### Dissemination and Revision of the Plan

The EEO Plan and subsequent revisions will be distributed to the Board of Trustees, the President, administrators, the Academic Senate President, faculty and classified union presidents, and members of the district Equal Employment Opportunity Advisory Committee. The Plan will be available on the district's website, and when appropriate, may be distributed by e-mail.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

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Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the California Community Colleges Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the California Community Colleges Chancellor's Office determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the California Community Colleges Chancellor's Office may require the District to modify its policies.

### Accountability and Corrective Action

The District shall certify annually to the State Chancellor that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the district's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division.

**4/14/08**  
**Revised: 4/15**

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## BP 3430 Prohibition of Harassment

Reference:

**Education Code Sections 212.5; 44100; 66252; 66281.5; Government Codes 12940 and 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.**

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All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, Vietnam Veteran, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, ~~and~~ students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, ~~or~~ employee, unpaid intern, or volunteer who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and

discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

Notice of this policy and related written procedures including the procedure for making complaints, shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns and volunteers in all administrative offices. will be circulated to all units of the District on an annual basis and incorporated into teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the college district. Failure to comply with this policy may result in termination of the cooperative agreement.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

**See Administrative Procedure #3430**

**Adopted: 11/7/05**

**Revised: 8/13/12, 4/15**

## AP 3430 Prohibition of Harassment

### References:

**Education Code Sections 212.5; 44100; 66281.5;**  
**Government Code Section 12940,**  
**Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;**  
**Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.**

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The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This policy protects students, ~~and~~ employees, unpaid interns and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, District bus, or at a class or training program sponsored by the District at another location.

### Definitions

**General Harassment.** Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment.** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct. Quid pro quo includes, but is not limited to, implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

- **"Hostile environment"** sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e., a sexual assault.

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Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

**Examples:** Harassment includes, but is not limited to the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
- **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

### **Consensual Relationships**

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may

create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

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**11/7/05**

**Revised: 8/13/12, 4/15**



## BP 3501 Campus Security and Access

Reference:

**34 CFR 668.46(b)(3)**  
ACCJC Accreditation Standard III.B.1

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The Superintendent/President shall establish procedures for security and access to District facilities.

**See Administrative Procedures #3501**

**Adopted: 12/12/11, 4/15**

## AP 3501 Campus Security and Access

Reference:

34 CFR 668.46(b)(3)

[ACCJC Accreditation Standard III.B.1](#)

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During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees.

Keys or proximity cards are not issued to District hourly employees, volunteers, contractors, or students.

### CAMPUS Sheriff's Department POLICE (Los Angeles Sheriff's Office)

#### 1. Campus Access

- During business hours, the District will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all District facilities is by key and access card, if issued, or by admittance via Antelope Valley College [Sheriff's Office Police Department](#)~~Campus Police~~. In the cases of periods of extended or emergency campus closures, the District will admit only those with prior written approval from the College President to required facilities.

#### 2. Campus Access During Emergencies

- Emergencies may necessitate changes or alterations to any posted facilities schedules. At the direction of the College President, Antelope Valley College [Sheriff's Police Department](#)~~Campus Police~~ may prohibit, or limit, campus access to all personnel as necessary to ensure the safety of all personnel and the Police of all facilities.

#### 3. Campus ~~Sheriff~~Police Reporting

- ~~The Campus Sheriff sits on the safety committee with risk management and provides monthly updates regarding safety issues associated with landscaping, locks, alarms, lighting, and communications. Campus Police will conduct regular periodic Police surveys, at least monthly, of the campus and submit a written report to Director of Risk Management and others as directed by the President. The Police surveys will examine potential issues such as landscaping, locks, alarms, lighting and communications.~~

### ACCESS TO CAMPUS FACILITIES

#### 1. Employee Responsibility

- Antelope Valley Community College District (AVCCD) employees granted access authorization to district facilities are responsible for exercising the provided access authorization only for district activities and responsibilities. District keys or proximity cards assigned to an employee may not be loaned, transferred or used by any other individual. California law states: Under Penal Code 469, 'unauthorized making, duplicating or possession of Key or Proximity Access Card to public building. Any person who knowingly makes, duplicates, causes to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.'
2. Lost Keys/Access Cards
    - Lost keys and/or access cards must be reported immediately to the Antelope Valley College ~~Sheriff's Office Police Department~~ ~~Campus Police office~~ (722-6399). Campus Police will contact the Facilities Services Maintenance Supervisor to assess appropriate risk mitigation actions.
  3. Lost Key/Access Card Replacement Charge
    - Loss of keys or proximity access cards can result in a serious breach of security potentially placing facilities, equipment, employees and students at risk. Required risk mitigation by management may require costly rekeying/reprogramming of district facilities. Monetary charges may be assessed by the district on employees and departments. The President has authorization to assess necessary charges. Charges for lost key/access cards:
      - Employee Charge: \$50 for first lost key/access card, \$50 for second lost key/access card, maximum charge \$100.
      - Department Charge: \$50 up to \$1,000 per lost key/access card. There is no maximum cost for loss of a Building or Grand Master key.
  4. District Facility Access Authorization Requirements
    - The following personnel may be granted access authorization:
      - Permanent AVCCD employees
      - AVCCD Adjunct Faculty (Reauthorization required on regular basis as determined by district administration)
    - The following personnel are not granted access authorization:
      - Temporary or substitute AVCCD employees
      - Students (including student workers)
      - Vendors, contractors or consultants (~~Exception: Contracted Campus Law Enforcement Police~~)
      - All non-AVCCD employees
      - Any exceptions require written justification and approval from the President
        - Note: For any personnel listed above who require key(s) and/or proximity access card to complete district assignments/responsibilities, the responsible AVCCD manager may check out the necessary Key(s)/Card(s) on a

daily basis to the respective individual. The responsible manager will maintain a log for controlling keys/cards and is responsible for all actions taken by personnel when exercising access authorization.

5. District Facility Access Request Form
  - District facility access authorization is obtained with the approval of a district Facility Access Request form. The form can be found on the district website.
  - Facilities Services is responsible for maintaining the form and for maintaining all approved access request records.
  - All completed district Facility Access Request forms are submitted electronically via the Facilities Services request system.
6. Returning Keys/Access Cards
  - Employment Separation From District
    - All district keys and access cards assigned to an employee must be returned to the Human Resources office at the time of employee separation from the district.
    - Human Resources are to request and obtain a current facility access request record for the employee from Facilities Services prior to the employee exit interview.
  - During Employment
    - Keys/access cards, no longer required by the employee, are to be returned to the Facilities Services office.
    - Broken, worn or malfunctioning access cards are to be returned to the Student Development office for replacement.
7. Authorized Area Of Access
  - Areas of access granted to any employee are authorized by employees responsible Dean/Director or responsible Administrator with concurrence from Facilities Services management. Written justification is required for all master keys, and 'Other' personnel access requests.
8. Authorized Level of Access
  - Level of campus access for access cards is as follows:
    - Standard – All district employees; Monday through Sunday, 24/7
  - Non-Standard Hours Reporting Procedure
    - All district employees and non-district personnel with access authorization are required to check-in at the ~~Campus Sheriff'sAVG Police Department Campus-Police~~ office when entering or present on the campus at a non-standard time. Non-standard time is Monday through Sunday, 11:31 p.m. to 4:59 a.m. All individuals who sign-in at the ~~Campus Sheriff's AVG-Police Department Campus-Police~~ office must also sign-out at the ~~Campus Sheriff'sAVG-Police DepartmentCampus-Police~~ office, regardless of the day or time leaving the campus. This procedure is intended to provide a safety measure for all personnel and enhance the security of the campus. Exception: District personnel working regularly scheduled shifts between 11:30 p.m. and 5:00 a.m. are not required to check-in or check-out with Campus ~~Sheriff's office.Law EnforcementPolice-~~

Facility Access Request form is available on line. Facility Access Request process is attached.

Date: 11/14/11

Revised Date: July 8, 2013  
March 10, 2014  
April, 2016

## BP 3510 Workplace Violence Plan

Reference:

**Cal/OSHA: Labor Code §§ 6300 et seq; 8 Cal. Code Regs. § 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure § 527.8 and Penal Code Section §§ 273.6 and 12021)**

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The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

**See Administrative Procedure #3510**

**Adopted: 11/7/05**

**Revised: 4/15**

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## AP 3510 Workplace Violence Plan

### Reference:

Cal/ OSHA; Labor Code Sections 6300 et seq.  
Title 8, Section 3203;  
Code of Civil Procedure Section 527.8;  
Penal Code Sections 273.6; 626.9, and 626.10; and 12021

The Antelope Valley Community College District is committed to providing a safe work environment that is free of violence and the threat of violence.

### Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her

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~~Sheriff's Department OfficePolice Department~~ or emergency services can be made in the following ~~ways ways~~:

~~AntelopeAntelope Valley College Campus Sheriff's OfficePolice Department: (661) 722-6399 (Outside Line)~~

~~Antelope Valley College Campus Sheriff's OfficePolice Department: 6399 (Non Emergency On-Campus Line)~~

~~Antelope Valley College Campus Sheriff's OfficePolice Department: 4444 (Emergency On-Campus Line)~~

~~Antelope Valley College Police Department: \*80 (Police Contact On Campus Pay Phones)~~

~~Campus Sheriff; Team LeadChief of Police: (661) 722-6300 Extension: 68896265)~~

~~Off Campus Emergency: Dial 911~~

~~No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.~~

~~Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken. In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, the Antelope Valley Campus Sheriff's OfficePolice Department will call the appropriate law enforcement officials.~~

**11/7/05**

**Revised: 4/15**

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Antelope Valley College Police Department: ~~(661) 722-6399 (Outside Line)~~  
Antelope Valley College Police Department: ~~6399 (Non-Emergency On-Campus Line)~~  
Antelope Valley College Police Department: ~~444 (Emergency On-Campus Line)~~  
Antelope Valley College Police Department: ~~\*80 (Police Contact On-Campus Pay Phones)~~  
Chief of Police: ~~(661) 722-6300 Extension: 6265~~  
Off-Campus Emergency: ~~Dial 911~~

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken. In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, the Antelope Valley Police Department will call the appropriate law enforcement officials.

**11/7/05**

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## AP 3515 Reporting of Crimes

Reference:

**Penal Code Sections 245 and 422.55;**  
**Education Code Section 212, 67380, 67383, and 87014 ;**  
**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;**  
**20 U.S.C. § 1232g;**  
**34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14);**  
**Campus Security Act of 1990**

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Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College **Campus Sheriff's Office Police Department** when and if that criminal act is committed within the jurisdiction of the District police Department. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the campus Police department, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466

In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College **Campus Sheriff's Office District Police Department**. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so. **Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.**

**The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources if the complainant consents.**

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The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Director of Public and Governmental Relations in a manner that aids the prevention of similar crimes.

**The District shall publish warnings to the campus community about the following crimes:**

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- **Criminal homicide – murder and non-negligent manslaughter;**
- **Criminal homicide – negligent manslaughter;**
- **Sex offenses – forcible and non-forcible sex offenses;**
- **Domestic violence, dating violence and stalking;**
- **Robbery;**
- **Aggravated assault;**
- **Burglary;**

- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Antelope Valley Sheriff Department and
- Those that are considered to represent a continuing threat to other students and employees.

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In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the College Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college office of media and public information, e-mail system to students, faculty, staff. The information shall be disseminated by the Director of Public Information in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Executive Director of Marketing and Public Information may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Wweb Ssite, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Camp-us Sheriff's OfficePolice Department, by phone extension 6399 or in person.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the

offices of campus Media and Public Relations, or published in the campus newspapers monthly.

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the [IDENTIFY A POSITION] can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

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The campus sheriff/police encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the campus police department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below.

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The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

[For districts that participate in the Cal Grant Program the following is also legally required:

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Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and

made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency.]

**11/7/05**

**Revised: 4/15**

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## AP 3540 Sexual Assaults on Campus

Reference:

**Education Code Section 67385, 67385.7, and 67386;**  
**20 U.S.C. § 1092(f);**  
**34 C.F.R. § 668.46(b)(11)**

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Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also, AP 5520 Procedures for Discipline Related to Standards of Conduct.)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse;
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of sexual assault receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, a sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the campus Police Department, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the campus Police Department is authorized to release such information by court order.

The Lead Deputy Chief of Police Sheriff personnel shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following, upon request:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking; sexual assault;
- Aa list of personnel on campus who should be notified of the assault (see list below), and procedures for such notification, if the alleged victim consents;
- Information about the importance of preserving evidence and the identification and location of witnesses;
- Aa description of available services, and the persons on campus available to provide those services if requested; -
  - o The Vice President of Student Services for referral to a counseling center and other on or off-campus resources, student disciplinary procedures, modification of class schedules, and tutoring, if necessary.
  - o The Vice President of Human Resources for employee disciplinary procedures
  - o The Antelope Valley College Sheriff's Police Department for transportation to a hospital, if necessary, and all other law enforcement matters.

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The victim's option to:

- notify proper law enforcement authorities, including on-campus and local police;
- be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
- decline to notify such authorities;
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
- Information about how the district will protect the confidentiality of victims; and
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

A description of each of the following procedures:

- Criminal prosecution
- Civil prosecution (i.e., lawsuit):
- District disciplinary procedures, both student and employee:
- Modification of class schedules:
- Tutoring, if necessary.

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The persons on campus who should be notified of the assault include:

- The President/Superintendent
- The Vice President of Student Services
- Sexual Assault Response Services(SARS) (661) 723-7273

Services and those responsible for providing or arranging them include:

- ~~The Vice President of Student Services for referral to a counseling center and other on-or-off-campus resources, student disciplinary procedures, modification of class schedules, and tutoring, if necessary.~~
- ~~The Vice President of Human Resources for employee disciplinary procedures~~
- ~~The Antelope Valley College Police Department for transportation to a hospital, if necessary, and all other law enforcement matters;~~
- ~~counseling, or referral to a counseling center;~~
- ~~a list of other available campus resources or appropriate off-campus resources;~~

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In The addition, the victim's has the option to:

- ~~notify proper law enforcement authorities, including on-campus and local police;~~
- ~~be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and~~
- ~~decline to notify such authorities;~~
- ~~The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;~~
- ~~Information about how the district will protect the confidentiality of victims; and~~
- ~~Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.~~

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• The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of sexual assault on District property shall be kept informed, through the ~~Ce~~ampus ~~Sheriff's~~Police Department, or the Vice President of Student Services of any ongoing investigation. Information shall include the status of any student of employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of sexual assault on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the District's ~~Marketing and Public Information Office, media and information~~ Public Relations office, which shall work with the campus Police Department and the Vice President of Student Services office to assure that all confidentiality rights are maintained.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

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In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Marketing and Public Information Office [designate office], which shall work with the Human Resources Office [designate office] to assure that all confidentiality rights are maintained.

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Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent ~~sex offenses~~ sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any district proceeding arising from such a report. ~~sex offense occurs.~~ The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, sex offense occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the district will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law;
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance or other ~~student~~ services for victims; ~~of sex offenses;~~
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Notice to students that the campus will change a victim's academic situation after an alleged sex offense and of the options for these changes, if these changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged sexual assault offense, including a clear statement that:
  - Such proceedings shall provide a prompt, fair, and impartial resolution;
  - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;

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- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occurs prior to the time that such results become final, and when such results become final, sex offense.—Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses, domestic violence, dating violence, or stalking.

#### Education and Prevention Information

The Superintendent/President or designee shall:

- Provide, as part of the campus established on-campus orientation program, education and prevention information about sexual assault and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

11/7/05

Revised: 1/8/07, 4/15

## BP 7110 Delegation, Human Resources

Reference:

**Education Code Section 70902(d)**

The Board delegates authority to the Superintendent/President to recommend and authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.

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In accord with the provisions of BP 2510 related to participation in local decision-making by the Academic Senate, the district and the Academic Senate have mutually agreed to the following process for making recommendations for hiring faculty. The President shall forward the selection committee's recommendation (or recommendations if the committee is filling more than one position) to the Board of Trustees for final approval. The President may report a dissenting point of view to the Board of Trustees if he/she does not agree with the committee's recommendation(s). However, the President may not make an alternative recommendation to the Board. The expectation that faculty recommendations regarding the hiring of faculty will normally be accepted is reinforced; and only in exceptional circumstances, and for compelling reasons communicated to the selection committee and to the president of the academic senate of the college, will the Board not accept the committee's recommendation. The committee will then be reconvened and will be apprised of the Board's decision.

**Adopted: 5/8/06**

**Revised: 4/15**

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## AP 7110 Delegation of Authority, Human Resources

Reference:

**Education Code Section 70902(d)**  
**ACCJC Accreditation Standard III.A.11**

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All applicants for employment with the Antelope Valley Community College District are recommended by the College President and subject to confirmation by the Board.

It shall be the policy of the District to employ the best-qualified applicants for existing vacancies. It shall be contrary to District and State policy for the President or his/her designee to refuse to recommend for employment any person for reasons of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of the applicant.

It shall be the responsibility of the College President to ascertain that applicants nominated for employment possess all qualifications established by law and Board policy for the position for which application is submitted.

The College President is authorized to appoint regular, part-time, or substitute personnel on a temporary basis in case of an emergency and to authorize employment of short-term, classified, and confidential/management/supervisory personnel on a regular basis. Such appointments are subject to ratification for employment at the next Board meeting.

The Vice President of Human Resources is delegated responsibility from the Superintendent/President to authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies and Administrative Procedures are followed.

**5/8/06**

**Revised: 2/12/07**

**Revised: 6/15**

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## BP 7130 Compensation

Reference:

**Education Code Sections 70902(b)(4); 72411; 87801; 88160; Government Code Section 53200**

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Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees, and each ~~contract employee administrator employed pursuant to a contract under Education code section 72411~~ shall be established by the Board.

### Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

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**See Administrative Procedures #7130**

**Adopted: 5/8/06**

**Revised: 4/15**

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BP 7160 Professional Development

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Reference:

ACCJD Accreditation Standard III.A.14

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It is the intent of the District to maximize professional development opportunities for its employees

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## AP 7160 Professional Development

Reference:

**Education Code Sections 87150, et seq;**  
**Accreditation Standard III.A.14**

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The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the district's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.

**NOTE: The language below is legally advised for Districts that participate in the Community College Professional Development Program.**

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**The Superintendent/President/President/Superintendent shall annually submit to the chancellor of the California Community Colleges an affidavit that contains all of the following:**

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- A statement that Antelope Valley College has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;**
- The Antelope Valley Community College District has completed a campus human development resources plan for the current and subsequent fiscal years; and**
- A report of the actual expenditures for faculty and staff development for the preceding year.**

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### Staff Development Guidelines and Procedures

Funds are available for staff development projects for all staff (classified-faculty-administrators), a portion from which is deducted for Scholar-in-Residence.

All proposals must be related to current assignment(s) at AVC. A maximum amount (established annually by the Staff Development Committee) is available per person between July 1 and June 30 as long as funds are available. More than one proposal may be submitted if the maximum has not been reached. Project proposal forms are available via e-mail and in the Academic Affairs office.

Guidelines and criteria for receiving Staff Development funds are published annually by the Staff Development Committee. Once approved by the Committee, the proposal is submitted to the Board of Trustees for final approval. Individuals will be notified when this process is completed (usually the following day after the regular Board meeting.)

Please Note: The Staff Development Committee expects that the information/knowledge gained from a staff development project will be shared with the campus community. On the Proposal Form for staff development funding, employees must indicate which constituency group(s) may benefit and the method for disseminating the information/knowledge.

#### Reimbursement

Within 30 days of completion of a project, employees must submit a typewritten or computer generated Report/Request for Reimbursement form with original receipts to Academic Affairs. There can be no payment until the project is completed and the Staff Development Committee accepts the report. When more than one person attends the same conference, it



is expected that each person will submit a separate individualized report. Staff development pays only for actual receipted expenses (no receipts are required for food or gasoline). The committee will assume that reimbursement will not be requested if a reimbursement form is not received within 30 days after completion of the project. If an employee is unable to complete the project, he/she must notify Academic Affairs as soon as possible so that another applicant can use the allocated funds. An employee may not cancel an approved project and substitute it with another.

#### Travel, Lodging, Food

*Specific applicable allowances for expenses are on file in the Staff Development Office.*

*Reminder, do not forget to submit a trip request form prior to any off-campus activity. Indicate "Staff Development Funds" in the method of funding box.*

#### Classes

If the project request includes enrollment in a class, the class must fit the staff development criteria. Tuition, books, supplies, and travel expenses are reimbursable. Reimbursement for classes taken is contingent upon receiving a grade of "C" or better in the class. Therefore, an employee must submit a grade report with the request for reimbursement. Staff Development cannot pay for classes that will advance faculty/staff.

#### General Information

All proposals must be typewritten or computer generated and a copy of the conference brochure attached. If the proposal includes activities, which are not prescheduled, such as visiting museums, etc., an itinerary showing each activity and how the activity will meet the project must be included. Do not use acronyms or abbreviations on the request form. If substitutes are needed for class coverage, the hourly rate should be included as part of the proposal. Staff Development does not pay for overtime or compensatory time. The Staff Development committee has the final decision on all proposals. Submit proposals or any questions to the designated Staff Development coordinator.

#### Prepayment

If an employee requires prepayment of travel/registration/hotel fees, he/she must submit the appropriate requisitions along with the Staff Development form. Requests must be received no less than thirty (30) days prior to the date of the non-refund period of the registration workshop/conference. Prepayment will be made to the organization hosting the workshop/conference by check or purchase order no later than five (5) working days after Board approval.

An employee who cancels after the non-refund date is responsible to reimburse the District for any funds expended. A request for hotel prepayment must be received no less than thirty (30) days prior to the date of stay. Employees must use a personal credit card to hold reservations if the hotel requires it. The District will make available a check, payable to the hotel only, three working days prior to departure. If an employee must cancel after the non-refundable date that was established by the conference organizers, he/she is responsible for all cancellation fees up to full payment.

Refer to Antelope Valley College Classified collective bargaining agreement Article VIII,  
Professional Development.

5/8/06

Revised: 3/08/15, 4/15

## BP 7340 Leaves

Reference:

Education Code Sections 87763 et seq., 88190 et seq., 88198 et seq. and cites below  
Labor Code Sections 245 et seq.

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The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- Illness or injury leaves for all classes of permanent employees; (Education Code Sections 87781 and 88192);
- Paid sick leave; (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors and managers, as well as, confidential employees and faculty on 12 month contracts;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; EC 87768.5; 88210
- leave of absence to serve as an elected member of the legislature; EC 87701
- pregnancy leave; EC 87766; 88193; Gov Code 12945
- leave to bond with a new child; (Education Code Sections 87784.5 and 88207.5);
- use of illness leave for personal necessity; EC 87784; 88207
- industrial accident and illness leave; (Education Code Sections 87787 and 88192);
- bereavement leave; (Education Code Sections 87788 and 88194);EC-88194
- jury service or appearance as a witness in court; (Education Code SectionsEC-87036; 87037);
- military service; (Education Code Section 87700;EC-87700
- sabbatical leaves for permanent faculty, academic employees, administrators and managers; and
- catastrophic leave; EC 87045

Vacation leave for members of the classified service and 12 month faculty shall be limited in accord with collective bargaining agreements.

Vacation leave for confidential/management/supervisory group and educational administrators shall not accumulate beyond the number of days of leave accumulated over a two-year period.

Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

The district will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the functions of his or her position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

The district may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the district may require the binding opinion of a third health care provider, approved jointly by the district and the employee and paid for by the district.

Refer to Article V of the faculty collective bargaining agreement and Article XI of the classified collective bargaining agreement for specific leave guidelines.

**Adopted: 5/8/06**

Revised: 4/15

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## **BP 7700 Whistleblower Protection**

### **References:**

Education Code Sections 87160-87164;  
Labor Code Section 1102.5;  
Government Code Section 53296;  
Private Attorney General Act of 2004 (Labor Code Section 2698);  
Affordable Care Act (29 U.S. Code 218C)

**NOTE:** *This policy is legally advised. Districts may insert their local practice. The following is suggested language.*

The Superintendent/President/CEO shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- 1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- 2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

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## AP 7700 Whistleblower Protection

### References:

Education Code Sections 87160-87164;

Government Code Section 53296;

Labor Code Section 1102.5;

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S.C. 218C)

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

### Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President ~~President/Superintendent~~, the report should be made to the president of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the ~~President/Superintendent~~ who will confer with the president of the board of trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the president of the

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submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

#### **Protection from Retaliation**

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their college president, if the allegations of retaliation, or the underlying allegations of unlawful conduct involve the President, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

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All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

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#### **Whistleblower Contact Information**

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

#### **Other Remedies and Appropriate Agencies**

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

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New 2/06; Revised 2/08, 4/09, 10/13, 4/15

## **BP 6300 Fiscal Management**

### **References:**

Education Code Section 84040(c);  
Title 5 Section 58311;  
**ACCJC Accreditation Standard III.D**

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the **California Community Colleges** Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

***Pending Approval***



## BP 6400 Audits

### References:

*Education Code Section 84040(b);*  
*ACCJC Accreditation Standard III.D.7*

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

*Pending Approval*

## ACADEMIC SENATE BYLAWS

### Article V – Academic Ranking

#### B500.0 Academic Ranking

B500.1 Academic Ranking is a celebration of personal and professional achievement, life-long learning in both occupational and academic fields, and commitment to the AVC community. It appropriately recognizes the community college professor with the faculty of other segments of higher education, establishes the professor's position in the academic and general communities, enhances professional and academic prestige, and increases the reputation of the college.

B500.2 Research, creativity, and scholarship play an important role in faculty, program and course development contributing to both individual professional fulfillment and teaching excellence. The Antelope Valley College Academic Senate encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Therefore, Scholarly Work is valued in its role in both professional development and student success.

B500.3 Academic Ranking is a separate and strictly an honorary title bestowed by the Academic Senate under its authority under the Constitution §102.2. It is not attached to salary, nor is it a merit plan for salary increases.

B500.4 Academic Ranking at Antelope Valley College shall consist of the following:

- B500.4.1.1.1 Instructor
- B500.4.1.1.2 Adjunct Instructor
- B500.4.1.1.3 Adjunct Assistant Professor
- B500.4.1.1.4 Assistant Professor
- B500.4.1.1.5 Associate Professor
- B500.4.1.1.6 Professor
- B500.4.1.1.7 Professor Emeritus

#### B500.5 Scholarly Activity

B500.5.1 Research, creativity, and scholarship play an important role in faculty, program and course development contributing to both individual professional fulfillment and teaching excellence. The Antelope Valley College Academic Senate values and encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Scholarly activities are research based or creative works that are peer reviewed and publicly disseminated both on and off campus.

B500.5.2 Faculty members may participate in a wide range of activities which might include applied and theoretical research, imaginative

productions of works of literature, music and fine arts, or the application of knowledge to further and improve their respective fields. Such activities lead to discovery and integration of new knowledge, technologies, and understanding.

**B500.5.3 Sample Scholarly Work List (Research, Teaching, Organization, Leadership, Service)**

**B500.5.3.1** The Academic Senate recognizes the following list of widely accepted examples of Scholarly works, but this list is not inclusive in considering the application for Academic Ranking.

- Grants (authorship and administration-project manager, )
- Publications (peer-reviewed journals/publications, author/editor of selected chapters of books/textbooks, clinical or professional series, case presentations, book reviews),
- Presenting or conducting a seminar at local, regional, or national meeting
- Leadership on national and state committees (conference chairs, state senate, and national organizations) related to faculty member's academic field or higher education.
- Research Projects (Theory driven, policy and practice, localized or regional studies, updating/enriching knowledge)
- Invitational or juried exhibitions (In fields such as music, performing arts, and art, performance and juried/curated exhibition may be counted as research activity.)
- National or state awards recognizing excellence in a discipline or area
- Organizing professional conferences, panels, special sessions, or contributing to their organization, for example as session chair or co-chair and other scholarly activities at such conferences or symposiums.
- Acting as referee for papers submitted to scholarly journals, proceedings and for monographs.
- Completion of an additional degree (Bachelor's or Advanced) post hire date.

**B501.0** Process for Submitting an Application for Academic Ranking

**B501.1** Faculty members wishing to change their academic ranking status must submit the Application for Academic Ranking to the Academic Senate Office.

**B501.1.1** The faculty member seeking a change in academic ranking may request an application from the AVC Senate Office or download the form from the Academic Senate home page under the Documents section.

**B501.1.2** Applications shall include detailed evidence clearly matching each criterion with the supporting rationale and documentation.

- B501.1.3 The faculty member shall return the completed application with the appropriate accompanying documentation.
- B501.2 Submitted applications will be reviewed, verified and approved or denied by the Vice President, First and Second Executive Officers.
- B501.3 Approved faculty requests shall then be presented to the AVC Senate as an information item.
- B501.4 Upon approval of the faculty member's request, the application will be signed by the Academic Senate President.
  - B501.4.1 Notification of the approval shall be sent to the College President/Superintendent for the school's acknowledgement.
  - B501.4.2 The faculty member shall be notified by letter.
- B501.5 Upon denial of any faculty member's application for a change in academic ranking, the applicant will be notified by letter.
  - B501.5.1 The letter shall include a brief explanation for the denial of the request.
  - B501.5.2 The letter will also contain information regarding the process to appeal the decision as delineated in §B503.0 and to resubmit a new application

#### B502.0 Academic Ranking Criteria

- B502.1 Criteria for Full Time Faculty
  - B502.1.1 Instructor
    - B502.1.1.1 All non-tenured faculty members shall be ranked as instructor.
  - B502.1.2 Assistant Professor
    - B502.1.2.1 Any full time faculty member at Antelope Valley College who has gained tenure shall be granted the rank of Assistant Professor.
  - B502.1.3 Associate Professor
    - B502.1.3.1 Any tenured faculty member who has held the rank of Assistant Professor at Antelope Valley College for two years and has completed one of the following criteria after that faculty member's official hire date, may apply for the rank of Associate Professor.

B502.1.3.1.1 Nine semester units of additional upper division or graduate units from an accredited institution.

B502.1.3.1.2 Twenty-seven hours of additional training (excluding continuing education units), additional certification in occupational experience or industry recognized certifications.

B502.1.3.1.3 Two professional achievements as defined in §B500.5.

B502.1.4 Professor

B502.1.4.1 Any faculty member who has held the rank of Associate Professor at Antelope Valley College for two years and has completed two professional achievements as defined in §B500.5 after that faculty member has been granted the rank of Associate Professor, may apply for the rank of Professor.

B502.1.5 Criteria for Adjunct Faculty

B502.1.5.1 Adjunct Instructor

B502.1.5.1.1 Any adjunct faculty member hired as an adjunct shall be considered an Adjunct Faculty.

B502.1.5.2 Adjunct Assistant Professor

B502.1.5.2.1 Any adjunct faculty member at Antelope Valley College who holds a Bachelors Degree plus 4 years of service, or a Masters Degree plus 2 years of service, or a Doctorate plus one year of service and one professional achievement after that faculty member has been granted the rank of Adjunct Instructor, may apply for the rank of Adjunct Assistant Professor.

B502.1.5.2.2 "Adjunct Assistant Professor" is the highest ranking an adjunct faculty member may obtain.

B502.1.6 Professor Emeritus

B502.1.6.1 Retired faculty members may apply for the rank of Professor Emeritus.

B502.1.6.2 The application for academic ranking for Professor Emeritus must include evidence of both full-time employment of no less than ten years as a faculty member as well as the conferment of the rank of full Professor at Antelope Valley College.

B502.1.6.3 Recognition of emeritus faculty shall include, upon request, the following privileges, benefits, and courtesies:

- B502.1.6.3.1 •An official document certificate verifying emeritus status of faculty member endorsed by the Academic Senate President,
- B502.1.6.3.2 •An AVC ID that lists Professor Emeritus status,
- B502.1.6.3.3 •A business card which indicates status as an emeritus faculty member at Antelope Valley College,
- B502.1.6.3.4 •Courtesy campus parking with a faculty sticker,
- B502.1.6.3.5 •Access and use of AVC Library print collection
- B502.1.6.3.6 •An invitation to participate in AVC public ceremonies.

## B503.0 Appeals

- B503.1.1 A petition to appeal the Academic Ranking denial shall be submitted to the Executive Committee.
  - B503.1.1.1 When received, the Executive Committee shall notify the Senate of the appeal as an information item.
  - B503.1.1.2 The petition must identify the specific reasons for the appeal, as well as the relief sought.
- B503.1.2 The Executive Committee shall convene a hearing within two weeks of receiving the petition to examine the nature of the appeal and hear any evidence in support of the appeal.
  - B503.1.2.1 The hearing shall be closed to all except the Executive Committee, the petitioner and those who have been called to proffer evidence.
  - B503.1.2.2 Those giving evidence shall only be allowed at the hearing during their testimony.
- B503.1.3 Within two weeks of the hearing, the Executive Committee shall make a determination regarding the appeal, and announce their decision to the Senate at the next regular meeting after the decision.
  - B503.1.3.1 Should the Executive Committee be unable to come to a determination, e.g. are deadlocked, then the appeal shall be denied.
- B503.1.4 The decision is final and there can be no further appeal regarding the decision.

# New Academic Calendar Proposal

## *Frequently Asked Questions*

**Question:** Why consider changing the existing calendar?

**Answer:** We always want to be looking for ways to provide more classes to more students, provide what they need to be successful, and increase our FTES. A question that is part of this concern is, do we lose students over the long winter break between semesters?

**Question:** What is the timeframe for this discussion?

**Answer:** The Calendar Committee has been briefed on this option and has proposed that the academic side of the discussion funnel through two existing groups: Academic Senate and the Academic Affairs Advisory Council (chairs and Deans). These two groups will ask for input throughout the semester. The Academic Senate will review the input from their constituents at their meeting on November 19<sup>th</sup> and reach a recommendation. The AAAC will review the input from their constituents on November 20<sup>th</sup> and reach a recommendation. These recommendations will go to the Calendar Committee in December, and the Calendar Committee will then forward a recommendation to the President. If the recommendation is to change to the new calendar, the President will take this to the Board of Trustees.

**Question:** If approved, when would we start this new calendar?

**Answer:** The goal is to start the new calendar in 16/17 if approved. That would mean this upcoming intersession would be the last we offer, and the expanded summer would be in summer 2017.

**Question:** How do I make my opinion known?

**Answer:** Work with your Academic Senate Rep or Department Chair. Both will be providing you the opportunity to provide input before scheduled meetings above.

**Question:** What would this Calendar provide that our current one does not?

**Answer:** 1. A 12 week session provide an option more conducive for the larger science/lab courses, allowing us to offer a better selection of math/science courses in the summer. These are not options at all in the current winter intersession.

2. A shorter Winter break would possibly provide a calendar that would encourage fewer students to drop off and not return in the spring. It would possibly keep them motivated to continue to pursue their education.

3. 2- six week sessions would allow our students to pick up additional courses they could not in an intersession session, allowing them to complete more quickly.

**Question:** If I want to offer a course that meets a different number of weeks or has a different start date, am I able to?

**Answer:** Within reason. We all know how confusing it can be for students to know when their class has a different start date, or even meets at the Palmdale Center instead of Lancaster. The most important consideration is that we provide a schedule of classes where our students can actually get to their classes at the right time and place. A schedule with too many variables does not support this. The final decision is an assignment of work and ultimately rests with the President.

**Question:** What about those students who now take intersession to pick up a course?

**Answer:** They have the option of picking up a course in the first 6 week summer session, the second, or a longer course in the 12 week session.

**Question:** What about High School students who do not get out till later in the summer?

**Answer:** They can pick up a class in the second session, or even an evening first session course. They already cannot get a summer session of the 12 week science courses, so that would have no impact.

**Question:** If we have a more robust summer session, would it be a possibility for a faculty member to teach the summer and fall and take off the spring term, for example?

**Answer:** Yes, that is a possibility, and it would set up a trimester system at AVC. To do this, the option would need to go through negotiations and be approved as part of the contract. The District is willing to discuss this option.

It is important to not, however, that student needs must take precedence over faculty schedule requests, as always. In other words, if 2/3 of the English department wish to take off the fall it will not be possible. We must first provide a workable schedule of classes that provides enough sections for our students.



**Question:** Do we have any data on how intersession is doing?

**Answer:** Yes. Sections, FTES, and Enrollments are below:

California Community Colleges Chancellor's Office  
Credit Course Sections Summary Report

**Antelope Valley**

Winter 2008	Winter 2008	Winter 2008
Credit Sections Count	Credit Sections FTES	Enrollment Count
243	511.43	4,730

Winter 2009	Winter 2009	Winter 2009
Credit Sections Count	Credit Sections FTES	Enrollment Count
247	618.82	5,681

Winter 2010	Winter 2010	Winter 2010
Credit Sections Count	Credit Sections FTES	Enrollment Count
35	126.56	1,056

Winter 2011	Winter 2011	Winter 2011
Credit Sections Count	Credit Sections FTES	Enrollment Count
80	377.34	2,115

Winter 2012	Winter 2012	Winter 2012
Credit Sections Count	Credit Sections FTES	Enrollment Count
14	27.76	209

Winter 2013	Winter 2013	Winter 2013
Credit Sections Count	Credit Sections FTES	Enrollment Count
128	260.54	2,401

Winter 2014	Winter 2014	Winter 2014
Credit Sections Count	Credit Sections FTES	Enrollment Count
142	385.81	3,408

Winter 2015	Winter 2015	Winter 2015
Credit Sections Count	Credit Sections FTES	Enrollment Count
131	392.58	3,496

**Question:** Do we have any data on the number of students who do not return after the fall semester because of the long winter break?

**Answer:** AVC does not gather that information. However, that does not negate the importance of the query.

**Question:** Have any other institutions done this?

**Answer:** A poll was run on the CIO listserv this summer. Below are the results, both good and bad:

*Poll Questions: We are starting discussions on dropping our intersession in lieu of a longer summer session, including two 6 week sessions or a 12 week--effectively a trimester model. Does anyone already use such a model? I'd like to provide some feedback to the campus on how it has worked at other institutions.*

*Results:*

Barstow

Barstow has two summer sessions: one beginning in early June that runs 8 weeks; the other starts two weeks later and runs 6 weeks. These were instituted several years before I arrived and there are no issues. Of course, the majority of these offerings are online.

Our first session starts a week before the local HS's get out, so the second session is there option. We are very strict on concurrent enrollment so we don't get a whole lot of HS enrollment.

Cabrillo

At Cabrillo, we eliminated our four week intersession two years ago. For one thing, there did not seem to be a lot of student success benefit in four week classes.

However, our main goal was to increase the length of summer sessions so we could offer more science and math classes. We have 4, 6, and 8 week summer sessions. 12 weeks would be difficult because we like to wait until our high school students are available.

The success has been outstanding. Our summer FTES has increased. The summer science and math classes fill immediately.

EL Camino College

Don't do it. ECC did and we are reverting back to intersession. 1<sup>st</sup> 6 week has not worked as planned pulling from CSU's.

North Orange CC

Our School of Continuing Education employs a trimester model, which I believe has been effective.

They actually are scheduled for all three trimesters during the year not exceed 300 hrs per term. The full load for noncredit full-time instructors is 25 hrs per week. Faculty can then choose to work during summer session but this will be outside their contract.

Santa Rosa

We don't at SRJC but back before the budget cuts we developed a model for two five weeks and one 10 week overlay. We'd love to see the responses you get, please! Also, you may want to consider combining this idea with one about faculty teaching on an annual load basis. This would allow faculty to opt for teaching the two summer sessions and the fall semester and having the entire spring semester off. The option of teaching ten classes (each assumed to be three units) during summer and one of the primary semesters (could be either fall or spring) in exchange for having off an entire semester may be attractive to the faculty and help garner support for what you are trying to accomplish.

I am not aware of any STRS complications.

I do know the LA District has been using an annual load for several years.

RCC

No, I don't, but it seems easy enough to manage. Here is the one thing we noticed. We had some retention issues because students figured they could enroll and drop from the first session and still get into the late session. Best of luck, might be interesting to see how it is received.

**Question:** How does this new calendar proposal fit with the local K12 calendars?

**Answer:** Below is the proposed calendar with the local K12 posted calendars. Subsequent calendars are not available yet, but they tend to be fairly static.

**Antelope Valley College 2016 – 2017**

Fall semester:	Start: August 29, 2016 End: December 17, 2016	
Spring semester:	Start: January 9, 2017 End: May 5, 2017	Spring Break: March 6 – 10, 2017 OR March 13 – 17, 2017
Commencement:	Friday, May 5, 2017	
Summer Session:	<i>12 Week Session</i> Start: May 15, 2017 End: August 4, 2017	<i>2 - 6 Week Sessions</i> 1 <sup>st</sup> Session: May 15, 2017 – June 23, 2017 2 <sup>nd</sup> Session: June 26, 2017 – August 4, 2017

**AV High School District 2015 – 2016 School Year**

Fall	Start: August 10, 2015	Thanksgiving Break:	Nov. 23 – 27, 2015
		Winter Break:	Dec. 21, 2015 – Jan. 8, 2016
Spring	Start: Jan. 11, 2016 Last day: June 2, 2016	Spring Break:	Mar. 18 – 25, 2016

**Westside School District 2015 – 2016**

Fall	Start: August 6, 2015	Thanksgiving Break:	Nov. 23 – 27, 2015
		Winter Break:	Dec. 21, 2015 – Jan. 8, 2016
Spring	Start: Jan. 11, 2016 Last day: June 2, 2016	Spring Break:	Mar. 18 – April 1, 2016

**Lancaster School District 2015 – 2016**

Fall	Start: Aug. 10, 2015	Thanksgiving Break:	Nov. 23 – 27, 2015
		Winter Break:	Dec. 21, 2015 – Jan. 8, 2016
Spring	Start: Jan. 11, 2016 Last day: June 8,	Spring Break:	Mar. 21 – April 1, 2016

2016

**Eastside School District 2015 – 2016**

Fall	Start: August 11, 2015	Thanksgiving Break:	Nov. 23 – 27, 2015
		Winter Break:	Dec. 21, 2015 – Jan. 8, 2016
Spring	Start: Jan. 11, 2016 Last day: June 11, 2016	Spring Break:	Mar. 21 – April 1, 2016

**Palmdale School District 2015 – 2016**

Fall	Start: August 13/20, 2015	Thanksgiving Break:	Nov. 23 – 27, 2015
		Winter Break:	Dec. 21, 2015 – Jan. 8, 2016
Spring	Start: Jan. 11, 2016 Last day: June 1, 2016	Spring Break:	Mar. 21 – 25, 2016

**Antelope Valley College subsequent years:**

<b>2017 – 2018</b>	
Fall semester:	Start: August 28, 2017 End: December 16, 2017
Spring semester:	Start: January 8, 2018 End: May 4, 2018
	Spring Break: March 5 – 9, 2018 OR March 12 – 16, 2018
Commencement:	Friday, May 4, 2018
Summer Session:	<i>12 Week Session</i> Start: May 14, 2018 End: August 3, 2018
	<i>2 - 6 Week Sessions</i> 1 <sup>st</sup> Session: May 14, 2018 – June 22, 2018 2 <sup>nd</sup> Session: June 25, 2018 – Aug. 3, 2018

<b>2018 – 2019</b>	
Fall semester:	Start: August 27, 2018 End: December 15, 2018
Spring semester:	Start: January 7, 2019 End: May 3, 2019
	Spring Break: March 4 – 8, 2019 OR March 11 – 15, 2019
Commencement:	Friday, May 3, 2019
Summer Session:	<i>12 Week Session</i> Start: May 13, 2019 End: August 2, 2019
	<i>2 - 6 Week Sessions</i> 1 <sup>st</sup> Session: May 14, 2019 – June 21, 2019 2 <sup>nd</sup> Session: June 24, 2019 – August 2



## BP 4020 Program, Curriculum, and Course Development

Reference:

- Education Code Section 70901(b), 70902(b); 78016;
- ~~—~~ Title 5, Section 51000, 51022, 55100, 55130, 55150;
- ~~—~~ U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
- ~~—~~ 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
- ACCJC Accreditation Standards II.A and II.A.9

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The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the ~~Superintendent/President Academic Senate~~, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

~~Program and curriculum development includes, but is not limited to, procedures for new, revised, or deleted courses and programs, the establishment of prerequisites, advisories, and limitations on enrollment, and procedures for changes in course number, title, units, repeatability, maximum class size, or hours. As specified in BP 2510, the Board of Trustees agrees to “rely primarily” on the Academic Senate in matters pertaining to Academic and Professional Matters, (1) Curriculum, including establishing prerequisites and (4) Education program development.~~

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training persons involved in aspects of curriculum development;

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- consideration of job market and other related information for vocational and occupational programs.

All new courses and programs, including program deletions, shall be approved by the Board.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable **credit** courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

#### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Superintendent/President will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

The Superintendent/President shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

**See Administrative Procedures #4020 and #4021**

**Adopted: 2/6/06**

**Revised: 3/10/08**

**Revised: 6/11/12**



| Revised: 11/14

## BP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

**Title 5, Section 55061;**

**ACCJC Accreditation Standard II.A.3**

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

~~The Board of Trustees will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters: (1) Curriculum, including establishing prerequisites. (2) Degree and certificate requirements. (3) Grading policies. (4) Education program development. (5) Standards or policies regarding student preparation and success. (8) Policies for faculty professional development activities.~~

~~The Academic Policies and Procedures Committee, a sub-committee of the Academic Senate, shall establish procedures to assure that courses used to meet general education and associate~~

~~degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.~~

The Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510, shall establish procedures to ensure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

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See Administrative Procedure #4025

Adopted: 2/6/06

Revised: 5/12/08

Revised 11/14



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE  
Equivalency Review Form

The discipline faculty in the Social & Behavioral Sciences division/area has reviewed the most current (2012) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following discipline Sociology.

Minimum Qualifications for Faculty and Administrators in California Community Colleges 2014

The discipline faculty agree that: (Select **only** one)

- an equivalency for this discipline is not needed.** *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.**
- the current (within the last three years) Academic Senate approved equivalency does not need revision.** *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: 5/19/15

Ken Slutsa  
Academic Senate Representative

Catherine Overdorf  
Academic Senate Representative

Discipline Faculty:

Ronald C. Chapman, PhD  
\_\_\_\_\_  
\_\_\_\_\_

Ronald C. Chapman  
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Equivalency Committee Approval:  
L. A. Murray  
Equivalency Committee Chair

05-21-2015  
Date

Member Initials: BLS JK JS CM



**ANTELOPE VALLEY COLLEGE**

Social and Behavioral Sciences Division  
Minimum Qualifications & Equivalencies  
**Sociology**

Minimum Qualifications: Master's in sociology **OR** Bachelor's in sociology **AND** Master's in anthropology, any ethnic studies, social work, or psychology **OR** the equivalent.

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

- A Bachelor's in sociology, or a Bachelor's degree in the *behavioral or social sciences* with twenty-four semester units of credit (or equivalency quarter units) in sociology with 18 of those units at the upper division level **AND** a Master's degree or higher in criminal justice, criminology, demography, economics, environmental social sciences, cultural geography, history, labor studies, linguistics, social sciences, urban studies, or women & gender studies.



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE  
Equivalency Review Form

The discipline faculty in the Career Technical Education division/area has reviewed the most current (2014) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Health Care Ancillaries.

Minimum Qualifications for Faculty and Administrators in California Community Colleges 2014

The discipline faculty agree that: (Select only one)

- an equivalency for this discipline is not needed.** *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.**
- the current (within the last three years) Academic Senate approved equivalency does not need revision.** *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: 4/13/15

Elizabeth A. Sundberg  
Academic Senate Representative

\_\_\_\_\_  
Academic Senate Representative

Discipline Faculty:

Hede Barken  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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Equivalency Committee Approval:

[Signature]  
Equivalency Committee Chair

18 MAY 2015  
Date

Member Initials:

[Initials] [Initials] [Initials]



## **ANTELOPE VALLEY COLLEGE**

Career Technical Education Division: Public Safety and Allied Health  
Minimum Qualifications & Equivalencies

### **DISCIPLINE: HEALTH CARE ANCILLARIES**

(medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)

### **MINIMUM QUALIFICATIONS:**

#### **MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE**

Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Reference:

[http://www.asccc.org/sites/default/files/Minimum\\_Qualifications\\_Handbook\\_for\\_2012-2014.pdf](http://www.asccc.org/sites/default/files/Minimum_Qualifications_Handbook_for_2012-2014.pdf)

Antelope Valley College Equivalency:

- Any Bachelor's degree plus two years of full-time or equivalent part-time experience in medical transcription and/or insurance coding, registered nursing, licensed vocational nursing, respiratory therapist or radiology technician; **OR**;
- Any Associate's degree plus six years of full-time or equivalent part-time experience in medical transcription and/or insurance coding, registered nursing, licensed vocational nursing, respiratory therapist or radiology technician.

Approval:



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE  
Equivalency Review Form

The discipline faculty in the Career Technical Education division/area has reviewed the most current (2014) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Nutritional Science/Dietetics.

Minimum Qualifications for Faculty and Administrators in California Community Colleges 2014

The discipline faculty agree that: (Select **only** one)

- an equivalency for this discipline is not needed.** *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.**
- the current (within the last three years) Academic Senate approved equivalency does not need revision.** *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: 4/13/15

Christina Alendy  
Academic Senate Representative

\_\_\_\_\_  
Academic Senate Representative

Discipline Faculty:

Arren Volk  
Donna B  
[Signature]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equivalency Committee Approval:

[Signature]  
Equivalency Committee Chair

18 MAY 2015  
Date

Member Initials:

[Initials] [Initials] [Initials]





## **ANTELOPE VALLEY COLLEGE**

Career Technical Education Division: Public Safety and Allied Health  
Minimum Qualifications & Equivalencies

### **DISCIPLINE: NUTRITIONAL SCIENCE/DIETETICS**

#### **MINIMUM QUALIFICATIONS:**

Master's degree in nutrition, dietetics, or dietetics and food administration **OR** bachelor's degree in any of the above **AND** master's degree in chemistry, public health, or family and consumer studies/home economics **OR** the equivalent.

(Note: A bachelor's degree in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietician, is an alternative qualification for this discipline. State Law/Regulation: title 5, section 53410.1)

Reference: [http://www.asccc.org/sites/default/files/Minimum\\_Qualifications\\_Handbook\\_for\\_2012-2014.pdf](http://www.asccc.org/sites/default/files/Minimum_Qualifications_Handbook_for_2012-2014.pdf)

#### Antelope Valley College Equivalency

- Bachelor's degree in Nutrition and Dietetics **AND** R.D. (Registered Dietician) **AND** Master's degree in Chemistry, Public Health or Family and Consumer Studies/Home Economics.

Approval:

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

To: Academic Senate

From: Linda Harmon, AP&P Cochair

Date: April 27, 2015

Subject: Academic Policies and Procedures Committee Recommendations for Academic Senate Approval

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The following courses and programs were reviewed and approved by the Academic Policies and Procedures (AP&P) Committee:

**NEW Course Approvals by AP&P on May 14, 2015:**

1. KIN 108A, Yoga Teacher Training 1—Yogic Lifestyle and Yoga as a Healing Practice
2. KIN 108B, Yoga Teacher Training 2—Gross and Subtle Anatomy
3. KIN 108C, Yoga Teacher Training 3—Pedagogy: The Art and Science of Teaching
4. KIN 108D, Yoga Teacher Training 4—Social Applications of Yoga

**Course Revisions Approved by AP&P on February 26, 2015:**

1. CHEM 110, General Chemistry

**Course Revisions Approved by AP&P on March 12, 2015:**

1. ENGL 221, American Literature, 1400-1865 - Changed maximum enrollment from 35 to 30
2. ENGL 222, American Literature, 1865-Present - Changed maximum enrollment from 35 to 30
3. ENGL 225, English Literature, 800-1750 - Changed maximum enrollment from 35 to 30
4. ENGL 227, English Literature, 1750-Present - Changed maximum enrollment from 35 to 30
5. ENGL 230, World Literature 1 - Changed maximum enrollment from 35 to 30
6. ENGL 231, World Literature 2 - Changed maximum enrollment from 35 to 30
7. ENGL 235, Shakespeare: Tragedies and Histories - Changed maximum enrollment from 35 to 30
8. ENGL 236, Shakespeare: Comedies, Romances, and Sonnets - Changed maximum enrollment from 35 to 30
9. ENGL 240, Studies in Poetry - Changed maximum enrollment from 35 to 30
10. ENGL 242, Studies in Fiction - Changed maximum enrollment from 35 to 30
11. ENGL 246, Studies in Drama - Changed maximum enrollment from 35 to 30
12. ENGL 250, Cross-Cultural Literature in America - Changed maximum enrollment from 35 to 30
13. ENGL 253, African American Literature - Changed maximum enrollment from 35 to 30
14. ENGL 256, Hispanic and Latin American Literatures - Changed maximum enrollment from 35 to 30
15. ENGL 257, Native American Literature - Changed maximum enrollment from 35 to 30
16. ENGL 259, Gender, Image, and Rhetoric - Changed maximum enrollment from 35 to 30
17. ENGL 265, Literature and Film - Changed maximum enrollment from 35 to 30
18. ENGL 279, Science Fiction and Dystopic Literature - Changed maximum enrollment from 30 to 30
19. ENGL 299, Special Topics in Literature - Changed maximum enrollment from 30 to 30

**Course Revisions Approved by AP&P on March 26, 2015:**

1. MATH 140, Precalculus - Addition of a prerequisite: Completion of MATH 105
2. SOC 200, Research for the Social Sciences – Changed Prerequisites

**Course Revisions Approved by AP&P on April 24, 2015:**

1. BUS 201, Business Law
2. ESL 018, ESL Reading and Writing 1 - changing to noncredit and adding repeatability
3. ESL 019, ESL Skills Building 1 - changing to noncredit and adding repeatability
4. ESL 020, ESL Vocabulary and Pronunciation 2 - changing to noncredit and adding repeatability
5. ESL 023, ESL Grammar 2 - changing to noncredit and adding repeatability
6. ESL 028, ESL Reading and Writing 2 - changing to noncredit and adding repeatability
7. ESL 030, ESL Vocabulary and Pronunciation 3 - changing to noncredit and adding repeatability

8. ESL 033, ESL Grammar 3 - changing to noncredit and adding repeatability
9. ESL 038, ESL Reading and Writing 3 - changing to noncredit and adding repeatability
10. ESL 040, ESL Vocabulary and Pronunciation 4 - changing to noncredit and adding repeatability
11. ESL 043, ESL Grammar 4 - changing to noncredit and adding repeatability
12. ESL 048, ESL Reading and Writing 4 - changing to noncredit and adding repeatability
13. ESL 050P, ESL Vocabulary and Pronunciation 5 - Addition of a prerequisite: Completion of ESL 040
14. ESL 053, ESL Grammar 5 - Addition of a prerequisite: Completion of ESL 043
15. ESL 058, ESL Reading and Writing 5 - Addition of a prerequisite: Completion of ESL 048
16. MATH 135, Plane Trigonometry
17. WELD 212, Performance Welding-Arc Welding Processes - changed units from 2 to 4, hours lecture changed from 1 to 2, hours lab changed from 3 to 6

**Course Revisions Approved by AP&P on May 14, 2015:**

1. AJ 101, Introduction to Administration of Justice
2. AJ 102, Criminal Law and Online
3. AJ 201, Police in Society
4. ANTH 102, Introduction to Cultural Anthropology
5. ART 104, History of Modern and Contemporary Art in the 20th Century
6. ART 216, Life Drawing
7. BIOL 201, General Human Anatomy and Hybrid
8. BIOL 202, General Human Physiology and Hybrid
9. BUS 113, Business Communications and Online
10. DA 111, Choreography-Minor Edits to Prerequisites to allow more students to enroll
11. GER 203, Intermediate German 3
12. HIST 105, Introduction to World Civilizations, 1500-Present
13. JOUR 123, Newspaper Production
14. KIN 210, Intercollegiate Women's Basketball
15. MUS 105, World Music
16. PHYS 101, Introductory Physics
17. PHYS 102, Introductory Physics

**Course Revisions Approved by AP&P on May 14, 2015:**

1. All courses that note ENGL 101 as a requisite will now also not ENGL 101SL as an alternative course.
2. CFE 101, Introduction to Early Childhood Education
3. CFE 116, Diversity in Early Childhood Education
4. CFE 211, Health, Safety and Nutrition for the Young Child
5. CHEM 120, General Chemistry
6. COMM 107, Introduction to Interpersonal Communication
7. MATH 135, Plane Trigonometry
8. MATH 150, Calculus and Analytic Geometry
9. MATH 160, Calculus and Analytic Geometry
10. MUS 101, Music Appreciation
11. PHYS 110, General Physics – Reduced Units and Hours to comply with C-ID
12. PHYS 120, General Physics – Reduced Units and Hours to comply with C-ID

**Course Deactivations Approved by AP&P on December 11, 2014:**

1. FTEC 216, Engine Company Operations
2. FTEC 217, Truck Company Operations
3. HD 198, Human Development Seminars
4. HD 198A, Assertiveness Training
5. HD 198C, Career and Major Exploration
6. HD 198O, Orientation to College
7. Online: HD 198O, Orientation to College
8. Hybrid: HD 198O, Orientation to College

**Course Deactivations Approved by AP&P on May 14, 2015:**

1. GER 203, Intermediate German 3
2. MATH 080, Plane Geometry
3. MATH 080C, Plane Geometry Unit 1

4. MATH 080D, Plane Geometry Unit 2
5. MATH 080E, Plane Geometry Unit 3
6. MATH 080F, Plane Geometry Unit 4
7. MATH 130, College Algebra
8. MATH 130C, College Algebra Unit 1
9. MATH 130D, College Algebra Unit 2
10. MATH 130E, College Algebra Unit 3
11. MATH 130F, College Algebra Unit 4
12. MATH 135C, Plane Trigonometry Unit 1
13. MATH 135D, Plane Trigonometry Unit 2
14. MATH 135E, Plane Trigonometry Unit 3
15. MATH 140C, Precalculus Unit 1
16. MATH 140D, Precalculus Unit 2
17. MATH 140E, Precalculus Unit 3
18. MATH 140F, Precalculus Unit 4

**Course Deactivations Approved by AP&P on May 28, 2015:**

1. AJ 800, Peace Officer Intensive Basic Training
2. AJ 810, Los Angeles County Sheriff's Department (LASD) Custody Assistant Course

**Program Revisions Approved by AP&P on February 26, 2015:**

1. Business Administration, Associate in Science
2. General Business, Associate in Science
3. General Business, Certificate of Achievement: 18+ units
4. Small Business Management, Associate in Science
5. Small Business Management, Certificate of Achievement: 18+ units

**New Corporate Community Education Course Approved by AP&P on April 24, 2015:**

1. Introduction to Hindi

**New Corporate Community Education Course Approved by AP&P on May 14, 2015:**

1. Jump Start Your Real Estate Career – How to Make Money in Real Estate – Rob Talbot
2. CISCO
3. Certificate Home Inspection Career Training – Online – Carson, Dunlop & AssociatesIntroduction to Hindi