ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
December 3, 2009
3:00 p.m. – SSV 151

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

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

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

3. **OPEN COMMENTS FROM THE PUBLIC**

4. **APPROVAL OF MINUTES**
   a. November 19, 2009 (attachment)

5. **REPORT (Limited to 5 minutes each)**
   a. Accreditation – Dr. Ed Beyer
   b. Faculty Professional Development – Kathryn Mitchell
   c. Program Review – Carol Eastin
   d. Tenure Review – Jennifer Gross

6. **DISCUSSION ITEMS**
   a. Faculty Service Areas (FSAs) (attachment)
   b. Faculty Technology Request/Computer Use Agreement Feedback – All

7. **SENATE ADMINISTRATIVE BUSINESS**
   a. Appointment
      - EEO Advisory Committee (2 year term)
        o Scott Memmer

   b. Announcements
      - 2010 Teaching Institute – February 19 – 20, 2010 (Anaheim, CA)
      - 2010 Vocational Education Institute – March 11 – 13, 2010 (Napa, CA)
      - 2010 Accreditation Institute – March 19 – 20, 2010 (Newport Beach, CA)
      - Statewide Senate Spring Plenary Session – April 15 – 17, 2010 (Millbrae, CA)
      - 2010 Leadership Institute – June 17 – 19, 2010 (San Diego, CA)
      - 2010 Curriculum Institute – July 8 – 10, 2010 (Santa Clara, CA)

8. **ADJOURNMENT**

1. **CALL TO ORDER AND ROLL CALL**
   Mr. Christos Valiotis, Senate President, called the meeting to order at 3:07 p.m.

2. **OPEN COMMENTS FROM THE SENATE PRESIDENT**
   - SPBC meeting update –
     Facilities Subgroup report – the Health Science building is currently being reviewed by the Department of Finance and is ready to begin construction bids. It is estimated that construction contracts will be ready in either February or March 2010.

     The construction process for the Theatre building is progressing well but the grand opening will be delayed until mid fall and ready for classes Spring 2011. The construction process was halted due to frozen funds which will ultimately delay the opening of the building for classes. The building completion date is now projected for November 2010 and ready for classes Spring 2011.

     The district has approved the closure of the entire campus to initiate a power shut down from Thursday, December 24, 2009 until January 3, 2010. Construction crews will be working to complete a major infrastructure project on campus that will require shutting down electrical power to the Lancaster campus. Some crucial areas requiring refrigeration will be operating on backup generators (i.e. Cafeteria, Biology area, and Tech Education area.) No one will be allowed on campus during the winter break without advance approval. Managers are directed to submit the names and dates for any district personnel who will need campus access to Facilities Planning. Requests must be received by the Facilities Planning and Campus Development Office by 2 p.m. December 18.

     The Palmdale campus is progressing but has been delayed. The project completion date is expected to be mid January.

     Two additional campus buildings are moving up the state list for funding. They are the Physical Education building and the Student Services building.

     Mr. Ted Younglove, Director of Institutional Research and Planning, presented the 2010 Educational Master Plan for review and input. Al feedback should be forwarded electronically to him by Friday, December 18, 2009.

     $17,000.00 in stimulus funds were received and placed in categorical accounts to assist in funding these programs.
   - Mutual Agreement Council meeting update –
     Council members discussed the Early Assessment Program (EAP) and how to address the opportunity. Local High School responses are not as positive as CSUs because the EAP is perceived as an additional test administered to students. EAP test questions will be incorporated in the current STAR test during the 11th grade.
   - Dr. Fisher reported the Board of Trustees and the Executive Cabinet are currently discussing the possibility of working with an outside agency to offer Work Experience Internships. An outside business agency contacted the district and is interested in collaborating with the district to offer intern opportunities.

3. **OPEN COMMENTS FROM THE PUBLIC**
   - Mr. Harish Rao announced the Forensic Team will be hosting a fundraising opportunity at Numero Uno Pizza in Palmdale. Coupons were made available for anyone interested in supporting the Forensic Team in their fundraising activity. Mr. Rao apologized for the late notice but encouraged Senators to enjoy a pizza or pasta dinner in support of the Forensic Team.
   - Dr. Berkeley Price announced there are several musical performances/events being hosted in the upcoming weeks and encouraged Senators to participate in local musical opportunities.

4. **APPROVAL OF MINUTES**
   a. **November 19, 2009 Senate Meeting (attachment)**
      Mr. Valiotis reported the Senate minutes for the November 19, 2009 were not ready for review and approval. He expressed his apologies for failing to have the minutes ready for review and approval. He requested the Senate to move to table this action item until the first Senate meeting of the spring

semester. A motion was made and seconded to table the approval of the November 19, 2009 Senate minutes to the first Senate meeting in the spring semester. Motion carried.

5. **REPORTS (limited to 5 min. each)**
   a. **Accreditation – Dr. Ed Beyer**
   Dr. Ed Beyer reported the Accreditation Self Study report is progressing. Standard 1 draft has been posted to my AVC and is out to the campus community for review and feedback. To date, only four people have responded with feedback. Standard II – sections "a" and "c" have been sent back to their respective committees to revise. Standard II B is awaiting its initial review. Standard III – sections "a" and "b" are back to the committee to revise and to include some updated information and review. Standard III – sections "c" and "d" are back to the committee to revise and to include some updated information and review. Standard IV is in the review process and should be returned to the committee to revise in approximately one week. Dr. Beyer stated one major area of concern is inactive links on the college organizations web page (i.e. Assessment Committee, College Coordinating Council, Education Master Plan, Enrollment Management, IT Committee, and Strategic Planning and Budget Council.) He will be working on the study during the winter intersession and identifying campus dialogues to host in the spring semester. There are still major sections outstanding to determine strengths and weaknesses of the report. A full draft of the report must be completed by the spring semester to allow time for the approval process before submitting to the Accrediting Commission.

   b. **Faculty Professional Development – Kathryn Mitchell**
   Ms. Kathryn Mitchell reported the Faculty Professional Development (FPD) Committee has been diligently working to provide full-time faculty with online professional development opportunities and coordinating guest speakers for the 2010 – 2011 program year. Unfortunately, these efforts have been suspended due to funding requirements. The Faculty Professional Development Committee budget has been drastically cut, which restricts the possibility of obtaining guest speakers or paying for online opportunities in the 2010 – 2011 program year. Ms. Mitchell reported several Full-Time faculty have inquired if copies of approved FPD plans were being distributed. She reported due to budget constraints and the necessity to eliminate paper waste this process has been eliminated. All full-time faculty plans have been reviewed by the committee and those which required revisions Ms. Mitchell has personally contacted each faculty member via email indicating revisions to their plans are necessary. The committee is currently working on reviewing and approving fall adjunct contracts.

   c. **Program Review – Carol Eastin**
   Ms. Carol Eastin reported she attended a 2009 Community College League of California Conference where several Program Review sessions were offered. Barbara Beno, President, Accrediting Commission stated, "Program Review should drive the college." This is not the current situation at Antelope Valley College. Colleges are expected to be at a sustainable continuous quality improvement level. The Accreditation Commission is going to want to see how the college is closing the loops and will ask for supporting documentation. The ability to track improvement measures is a critical component for accreditation. Ms. Eastin provided the following update:

   Programs in peer review:
   - Information Technology Services
   - General Educational Development (GED)
   - Health Sciences / Child and Family Education/ Child Development Center
   - Technical Education

   Programs in self-study:
   - Business Services
   - Foundation and Institutional Advancement
   - Student Development – includes: ASO, Health Services, SOAR, Student Activities
   - Business, Computer Studies and Economic Development
   - EOPS (Extended Opportunity Programs and Services)
   - Health Sciences / Child and Family Education / Child Development Center
   - Human Resources
   - STAR (Student Transition and Retention)

   Programs to be oriented for self-study in Spring 2010:
   - Enrollment Services
   - Financial Aid Office

- Instructional Resources / Extended Services
- Math, Science and Engineering
- Physical Education and Athletics
- Visual and Performing Arts

d. **Tenure Review – Jennifer Gross**

Ms. Jennifer Gross reported all second and fourth year draft reports have been submitted with comments to Administration to allow ample time to review and finalize the Tenure approval process. Tenure committees can begin meeting with Ms. Lowry once the final reports have been received. Ms. Gross indicated she is working with the Office of Institutional Advancement and Research on how to ensure online instructors have good responses on student evaluations. Historically, there is a poor submission response of student evaluation for online instructors. There will be a pilot student evaluation process for online instructors tested in the spring semester. Ms. Gross indicated there is a loop hole with regards to adjunct evaluations. She receives numerous inquiries regarding how to obtain adjunct evaluation paperwork and inquiries about the process. Currently, there isn't a designated point person to direct Deans and faculty. In addition, the adjunct faculty evaluation form is not publicly posted anywhere on the website. The only copy of the form can be found on the Ms. Gross' campus computer. She is currently trying to work with Human Resources to get the form publicly posted on the Human Resources public website. Mr. Valiotis indicated he would follow up with Human Resources to ensure the form posted to the public website.

6. **DISCUSSION ITEMS**

a. **Faculty Service Area (FSAs) (attachment)**

Mr. Valiotis encouraged Senators to ask constituent faculty to review the Faculty Service Areas to determine if additional revisions are needed. Ms. Preschler stated this is a union issue and according to the procedures any issues relating to FSAs should be communicated to the Faculty Union. Mr. Valiotis stated he could not recall the nature of the email which precipitated this agenda item. He would look into the matter further and provide rationale at a future Senate meeting.

b. **Faculty Technology Request/Computer Use Agreement Feedback - All**

Mr. Christos Valiotis inquired whether the Senators were ready to provide feedback on the Faculty Technology Request/Computer Use Agreement. The majority stated they did not have ample time to obtain feedback as many divisions have not had their last fall semester meetings. Mr. Valiotis indicated it is imperative to obtain feedback to report back to **(CCC or MAC???)**. The Senate Office will forward an electronic copy of the Computer Use Agreement to all Senators to distribute to division faculty for input. All feedback should be emailed to the Senate Office by Tuesday, December 8, 2009 to include in the discussion process at the next **CCC or MAC** meeting.

Student Services/Counseling – the faculty in Student Services/Counseling have serious reservations regarding AP 3722 – Acceptable Use Agreement and would not support the policy as currently written. Dr. Robert Harris reviewed some of the major concerns and requested the concerns be addressed accordingly. A copy of the items in question was obtained to further discuss.

Mr. Valiotis reiterated that feedback should be forwarded electronically to the Senate office by Tuesday, December 8, 2009.

7. **SENATE ADMINISTRATIVE BUSINESS**

a. **Appointments**
- **EEO Advisory Committee (2 year term)**
  o Scott Memmer

A motion was made and seconded to approve the above appointment. Motion carried.

8. ADJOURNMENT

A motion was made and seconded to adjourn the December 3, 2009 Academic Senate meeting at 4:11 p.m. Motion carried.

MEMBERS PRESENT		
Dr. Paul Ahad	Jack Halliday	Dr. Berkeley Price
Carolyn Burrell	Dr. Robert Harris	Harish Rao
Carol Eastin (proxy)	Sandra Hughes	Terry Rezek
Debra Feickert	Dr. Matthew Jaffe (proxy)	Sandra Robinson
Dr. Claude Gratton	Dr. Susan Lowry	Casey Scudmore
Dr. Lee Grishman	Candace Martin	Christos Valiotis
Glenn Haller	Kathy Moore	Alex Webster

MEMBERS ABSENT		GUEST PRESENT
MaryAnne Holcomb	Ken Shafer	Dr. Ed Beyer
Susan Knapp	Justin Shores	Jennifer Gross
Sheronda Myers	John Taylor	Kathryn Mitchell
		Heidi Preschler

ARTICLE XV
FACULTY SERVICE AREAS AND COMPETENCY

1.0 Due to the elimination of credentials and the creation of Minimum Qualifications (MQ), each community college had to establish one or more FSA's by July 1, 1990. However, it is important to remember that the establishment of FSA's and the definition of competency in no way alter a faculty member's seniority or the existing working conditions on campus. The primary reason behind FSA's and competency is to facilitate an orderly and fair Reduction In Force (RIF) if the need arises based upon either a decline in enrollment or discontinuance of a program (EC 87743).

This article applies to all tenured (regular) and probationary (contract) faculty. The provisions of this article shall be implemented in accordance with Education Code sections 87743, 87743.1, 87743.2, 87743.3, 87743.4, 87743.5, 87744, 87745, and 87746.

2.0   Philosophy
The placement of faculty within Faculty Service Areas will be based on the synthesis of the following two principles:

(a)   The preservation of academic integrity and quality within instructional areas and student support areas,
AND
(b)   The recognition of work experience and the protection of the seniority rights of faculty members providing minimum qualifications and competency standards are met (EC 87743.3).

3.0   Legal Implications and Procedures
Faculty Service Areas are defined as "a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by a community college district" (EC 87743.1). In this way, the following FSA's ensure that academic rigor and standards are preserved within individual courses, disciplines, and student support programs. In addition, they reduce the number of Faculty Service Areas to a manageable number so that employment records can be more easily maintained and updated, and make placement of faculty with multiple degrees in more than one FSA a simpler process

Each regular and probationary faculty member will apply for and be placed in one or more FSA's when hired based on minimum qualifications and competency standards. After initial employment, full-time faculty may apply for additional FSA's for which they meet minimum qualifications and competency requirements. The application shall be received by the district on or before February 15 in order to be considered valid in any RIF proceedings for that year (EC 87743.3).

The district must "maintain a permanent record for each faculty member employed by the district," and this record must reflect "each faculty service area for which the faculty member possesses the minimum qualifications" and meets the "established competency" criteria for that district. Records of teaching or professional experience, course work, or training completed will be kept in the faculty member's personnel file maintained by the Office of Human Resources. (EC 87743.4)

Applications for an FSA are approved by the Vice-President or Director of Human Resources.

In order to facilitate the above Education Code Section 87743.4, the following procedures must be followed:

(a)   Each faculty member is responsible for submitting to the Office of Human Resources the necessary documentation in order to keep his or her MQ's and Competency Criteria current. This information needs to be submitted on or before February 15 in order to be considered in the event of a RIF during the following year.

It is the responsibility of the Office of Human Resources and the Vice President of that office to provide forms and assistance for the purposes of keeping a faculty members personnel file up to date regarding MQ's and Competency Criteria for placement within or movement across FSA's.

If an allegation arises that a "faculty member has been improperly denied a faculty service area," the allegation shall be "addressed as a grievance" (EC 87743.3). The Federation will consult with the Academic Senate on grievances related to FSA's.

Placement within an FSA has no bearing on seniority. Seniority stays with a faculty member from the first day he/she is hired into the district and remains with the person as long as the faculty member is employed by the district. Thus, no tenured member of the faculty may be laid off while any less senior or non-tenured faculty member is retained providing MQ's and competency are met (EC 87743). Thus, if these two conditions are met, faculty members are then protected, and "bumping" rights established, in the following order, according to date of hire:

(a)   tenured (regular) faculty
(b)   probationary (contract) faculty
(c)   adjunct (temporary) faculty

If a reduction in force occurs, "the services of no tenured employee may be terminated under this section while any probationary employee, or any other employee with less seniority, is retained" (EC 87743). Thus, seniority remains a deciding factor in a "bumping" situation, providing the tenured faculty member is eligible to work within a designated FSA/discipline and he or she possesses the "minimum qualifications" and "is competent to serve under district competency standards." Notice of layoff "shall be given before the 15th of March" prior to the "beginning of the following school year" (EC 87740). "In the event that a tenured or probationary employee is not given the notices and a right to a hearing, he or she shall be deemed reemployed for the ensuing school year" (EC 87743).

4.0 Faculty Service Areas for AVC are as follows:

FSA #1
Technical Education:
        Aeronautics
        Aircraft Fabrication and Assembly
        Agricultural Production

Air Conditioning, Refrigeration, Heating
Auto Body
Automotive Technology
Botany
Electricity
Electronics Technology
Fire Technology
Clothing and Textiles
Interior Design
Welding

FSA #2
Mathematics and Sciences, and Engineering and Health Sciences:
Mathematics
Biological Sciences
Physics/Astronomy
Physical Science
Chemistry
Water Treatment
Geology/Earth Science
Geography
Engineering
Emergency Medical Technician
Medical Assistant
Nursing Ancillaries
Nursing RN
Nursing LVN
Health Information Technology
Nurse Aide/Home Health Aide
Nutrition and Foods
Drafting/Computer Aided Design
Respiratory Therapy

FSA #3
Social and Behavioral Sciences/Child and Family Education, and Student Services and Physical Education and Athletics:
Administration of Justice
Anthropology
Economics
Education
History
Philosophy
Political Science
Psychology
Sociology
Child Development
Child and Family Education
Family and Consumer Studies
Counseling
Special Education
EOPS

Disabled Student Services
Human Development
Learning Assistance
Physical Education
Dance
Athletic Training
Health Education

FSA #4
Library Science, Language Arts, Visual and Performing Arts:
Communication Arts
Library Science
English (composition/literature)
Reading
ESL
Journalism
Foreign Languages
Deaf Studies
Art
Music
Drama/Theatre Arts
Graphic Arts
Photography
Computer Graphics
Multimedia
Film and Television

FSA #5
Business and Computer Studies:
Accounting
Business
Marketing
Management
Office Technology
Real Estate
Computer Information Science
Computer Applications
Banking and Finance

5.0   Definition of Competency
Two conditions must be met in order to remain or become competent to work within one or more FSA's. These two conditions are as follows:

5.1 For those disciplines requiring a Master's Degree:
(a)   a faculty member must meet the Minimum Qualifications set by the BOG at the time of the member's hire date for the discipline in which he or she wishes to work,

AND

(b)   have maintained competency by working within that FSA within the past five years at any accredited community college, college, or university,

<div align="center">OR</div>

gain or regain competency by having taken 6 semester credits of relevant upper division or graduate level course work within the discipline the faculty member wishes to teach/work in from an accredited college or university during the past five years. Records of course work will be kept in the faculty member's personnel file maintained by the Office of Human Resources.

5.2 For those disciplines not requiring a Master's Degree:

(a)   a faculty member must meet the Minimum Qualifications set by the BOG at the time of the member's hire date for the discipline in which he or she wishes to work,

<div align="center">AND</div>

(b)   have maintaned competency by working within that FSA within the past five years at any accredited community college, college, or university,

<div align="center">OR</div>

gain or regain competency by having taken the equivalent of 6 semester credits of relevant course work, continuing education courses, or training within the discipline he or she wishes to teach/work in which would lead to or maintain relicensure or recertification within that profession during the past five years. This course work/training should be equivalent to 6 semester credits of upper division course work according to the following formula practiced by the Staff Development Committee:

16-18 lecture hours   =   1 credit
54 lab hours   =   1 credit =

6.0   Faculty Retraining

In keeping with the desire to respect faculty seniority in the event of a reduction in force, the opportunity for a "retraining" program should also be available for tenured faculty members. This retraining could be accomplished by one of two methods:

(a)   For a faculty member who meets MQ's for an FSA but does not meet the district's Competency Criteria, that person, once given a layoff notice on or before March 15th (EC 87740), may establish competency according to the above guidelines and qualify for a new FSA on or before Feb. 15 of the following year. In this way, when a faculty member returns to the district, he or she retains seniority upon satisfactorily meeting Competency Criteria and retains the right to bump a less senior member of the faculty.

(b)   For a faculty member who wishes to meet new MQs, a retraining program must be completed within two calendar years after notice is given of a RIF. Retraining must qualify faculty to teach in a new discipline. Regular faculty may volunteer for retraining over probationary faculty. If the district funds a retraining program, a tenured faculty member who retrains will be paid his/her regular salary compensation during the period of retraining and provide the Academic Senate and the Office of Human Resources with updated, biannual reports and transcripts of work in progress.

7.0   Review of Policy

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In the process of adding new programs or disciplines, the AP&P committee shall determine in which FSA the program or discipline belongs. If the program or discipline does not fit any currently existing FSA's, AP&P shall make a recommendation to the Federation and the Office of Human Resources for the establishment of a new FSA. New FSA's must be approved by the Federation and the District.

For non-classroom work, recommendations for new FSA's, changes to current FSA's or placement of new disciplines into existing FSA's shall be made by the Academic Senate. New FSA's must be approved by the Federation and the District.

If the District or Federation believe changes must be made to current FSA's, either party may send a request to AP&P or the Academic Senate to review the requested change and to make a recommendation back to the Federation and District. Any changes must be approved by the Federation and the District. Changes made are effective in the academic year following their approval.