



**ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING**

**AGENDA**

**May 21, 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. May 7, 2015 Senate Meeting
5. REPORTS (5 minutes maximum)
  - a. Outcomes Committee – Dr. Fredy Aviles
  - b. Program Review Report – Carol Eastin
6. REPORTS ON ACTION ITEMS AND IMPLEMENTATION
  - a. Online Education Initiative (MOU) – Memorandum of Understanding (attachment)
  - b. Appointments
    1. Faculty Professional Development Committee  
Two (2) 3-year terms ending June 30, 2018
  - c. Academic Ranking
    - Dr. Maria Eaton – Professor
  - d. Equivalencies (attachments)
    1. CTE/Engineering
    2. CTE/Fire Technology
    3. SBS/Anthropology
    4. CTE/Emergency Medical Technologies
    5. CTE/Radiological Technology
    6. CTE/Respiratory Technologies
    7. Kinesiology/Kinesiology
    8. Kinesiology/Health Education
    9. Kinesiology/Recreation Administration
    10. Social Science/History
7. ACTION ITEMS
  - a. Elections
    - 1) Senate Executive
      - Senate Exec – Vice President
      - Senate Exec Officer – First Executive Officer  
Van Rider
      - Senate Exec – Second Executive Officer  
Kristine Oliveira
    - 2) DETC Co-Chair

- b. By-Laws Ratification (attachment)
  - c. Equivalencies
    - 1) Sociology
    - 2) CTE/Health Care Ancillaries
    - 3) CTE/Nutritional Science/Dietetics
8. DISCUSSION ITEMS
- a. BP 4020 (attachment)
  - b. BP 4025 (attachment)
  - c. Senate Membership – Alternating Terms
9. INFORMATIONAL ITEMS
- a. Ed Knudson – College President
  - b. Faculty Professional Development Hours
  - c. Institutional Learning Outcomes (attachment)
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

<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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*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Dr. Ed Beyer, Academic Senate President, at (661) 722-6306 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.*



ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING

MINUTES

May 21, 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 May 21, 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. Beyer welcomed Mara Javines, representing the Associated Student Organization (ASO).
- Dr. Beyer reported that Dr. Berkeley Price withdrew his commitment as Co-Chair Designee on the Budget Committee. Dr. Beyer will serve in this capacity until a new Co-Chair Designee is appointed.
- Dr. Beyer noted the recent announcement of evacuation drills for the fall 2015 semester.
- Dr. Beyer noted President Knudson will be in attendance to talk about things that will happen over summer.

3. OPEN COMMENTS FROM THE PUBLIC

- Ms. Tina McDermott reported faculty involvement is needed on Standard 3. A call will be forthcoming.
- Ms. McDermott acknowledged and thanked Dr. Irit Gat and the Faculty Professional Development Committee for moving the flex reporting system online, and for the reduction in the professional development obligation. She noted the tremendous work done for both accomplishments, and expressed appreciation on behalf of faculty.

4. APPROVAL OF MINUTES

a. May 7, 2015 Senate Meeting

*A motion was made and seconded to approve minutes of the May 7, 2015 Academic Senate meeting.*

*Motion carried with one (1) correction; two (2) abstentions.*

5. REPORTS (5 minutes maximum)

a. Outcomes Committee – Dr. Fredy Aviles (attachment)

Dr. Fredy Aviles, Outcomes Committee Chair presented the Outcomes Committee report – see attachment.

b. Program Review Report – Carol Eastin (attachment)

Ms. Carol Eastin, Program Review Committee Coordinator presented the Program Review Committee Report – see attachment.

6. REPORTS ON ACTION ITEMS AND IMPLEMENTATION

a. Online Education Initiative (OEI) Memorandum of Understanding (MOU) (attachment)

Dr. Beyer reported the OEI MOU was approved by the Academic Senate and moved forward.

*Approved: June 4, 2015 Academic Senate Meeting*

- b. Appointments
  - 1. Faculty Professional Development Committee
    - Two (2) 3-year terms ending June 30, 2018
- Appointments were ratified to fill the final two faculty representative seats on the Faculty Professional Development Committee.
- c. Academic Ranking
  - Dr. Maria Eaton – Professor
- The Academic Ranking request for Dr. Maria Eaton to Professor was approved.
- d. Equivalencies (attachments)
  - 1. CTE/Engineering
  - 2. CTE/Fire Technology
  - 3. SBS/Anthropology
  - 4. CTE/Emergency Medical Technologies
  - 5. CTE/Radiological Technology
  - 6. CTE/Respiratory Technologies
  - 7. Kinesiology/Kinesiology
  - 8. Kinesiology/Health Education
  - 9. Kinesiology/Recreation Administration
  - 10. Social Science/History
- The aforementioned equivalencies were approved.

## 7. ACTION ITEMS

- a. Elections
    - 1) Senate Executive
      - Senate Exec – Vice President
      - Senate Exec Officer – First Executive Officer
    - Van Rider
    - A motion was made and seconded to elect Van Rider as First Executive Officer for the Senate Executive.*
    - Motion carried with two (2) abstentions.*
    - Senate Exec – Second Executive Officer
    - Kristine Oliveira
    - A motion was made and seconded to elect Kristine Oliveira as the Senate Executive Second Executive Officer.*
    - Motion carried unanimously.*
  - 2) DETC Co-Chair
  - The call for a DETC Co-Chair will go out again.
- b. By-Laws Ratification (attachment)
- Dr. Beyer explained the senate is only considering sections 1 & 3.
- A motion was made and seconded to ratify Article 1 as presented.*
- 22 yes votes; 0 no votes; 2 abstentions.
- Motion ratified.*

### Article III

*A motion was made and seconded to ratify Article III as presented.*

Dr. Susan Lowry suggested that math faculty are outside of Academic Development and should not be counted twice. Dr. Beyer affirmed math faculty are not counted twice.

Dr. Jessica Harper noted proxies are not included. Dr. Beyer explained proxies are addressed in the Senate Constitution. The senate is not dictating to the divisions how representatives are selected, nor proxy/proxy pools. Proxys may be determined up to one (1) hour outside of a meeting in order to vote.

The Senator at Large has been transitioned into the Senate Executive.

*Motion ratified with 23 yes votes, 0 no votes; one (1) opposition.*

*A motion was made and seconded to adjust the agenda to allow President Ed Knudson to speak. Motion carried.*

- c. Equivalencies
  - 1) Sociology
  - 2) CTE/Health Care Ancillaries
  - 3) CTE/Nutritional Science/Dietetics

*Equivalencies tabled to the June 4, 2015 Academic Senate meeting.*

### 8. DISCUSSION ITEMS

- a. BP 4020 (attachment)

Dr. Beyer explained that in February two board policies came to the College Coordinating Council (CCC) for review. The CCC agreed to approve language changes, eliminating the word *appropriate* (inclusion of faculty), and replacing *Academic Senate* with *College Superintendent/President* in regard to accountability for academics – see attachment. It was explained the recommendation was made because the College Superintendent/President is legally accountable for academics. The language revision was based on recommendations from the [Community College League of California](#).

Understanding the rationale, Dr. Beyer approved the change on behalf of the Academic Senate. BP 4020 moved forward to the board for the first reading. After the board meeting Dr. Beyer was informed that according to AP2410 Policy and Administrative Procedures, ***a recommendation for a change in policy or administrative procedure from a campus-wide participatory governance committee, recognized campus constituent group, or administrator will be distributed to all faculty, ASO, classified staff and administrators for feedback at least 30 days prior to making a recommendation to the CCC and the College President.***

Dr. Beyer thanked Dr. Lee Grishman who was adamant about the importance of faculty notification and the faculty voice. Dr. Beyer feared he had handed primacy of curriculum development and control over to administration. After consultation with the state and a former senate president, he met with President Knudson and explained he did not follow process and asked him to pull the second reading from the next board agenda. President Knudson agreed to do so. BP 4020 will be brought back in the fall for proper discussion.

Dr. Beyer shared his enlightenment that the Community College League of California is an advocate for district administrations and boards. Dr. Beyer will attend the Senate Leadership Institute in two weeks for further consultation.

It was suggested the board be advised that the senate has serious concerns if the policy is brought before them again before faculty has had proper time to review and make a recommendation.

Dr. Lee Grishman addressed senators and explained the board cannot proceed in breaching AP 2510. He explained the senate holds primacy of academic programs and must discuss any changes. He charged the President is breaching the law, breaking the law and acting contrary to the law. He explained the CCLC is pro-administration and the board. Dr. Grishman referenced AB 1725 that states the academic senate has primacy over anything academic and all **Ten Plus One** issues. In making changes to BP 4020, the academic senate will lose the ability to regulate academic matters, which he charged is against the law.

Dr. Beyer explained the situation as nothing covert on anyone's part, but as an action of inexperience on his part. He explained the update from the recommendations from the CCLC is a recommendation to change the legal references – an update to the accreditation standards of 2a and 2a9. The CCLC provided a template suggesting how they would like to see it, but is not what is being proposed. Dr. Beyer acknowledged that had he done due diligence, the senate would have discussed the BPs last February rather than now.

One member charged it is unwise to impute motives. Another disagreed, warning that when rumors fly, characterizations get made, and senators need to be leaders in how they communicate the perception of the issue.

Members discussed the angst on campus in relation to the foundation, and also a move to operate as a business model rather than as an academic community. Dr. Beyer expressed his empathy, and pointed out there are two sides, such as the foundation issue that cannot always be vocalized. He encouraged members to be diligent as issues arise, but not paranoid.

It was noted that Standards 2a and 2a9 do not say anything about who is in charge.

Dr. Beyer would like to have attorneys look at the language.

One member noted that as a leadership and governing body, it is about solutions and creating what is accurate. She thanked Dr. Beyer for the heightened opportunity for making sure the senate is doing their job correctly.

It was suggested to find out what other campuses are saying about the language. Dr. Beyer reported AP 4020 at Peralta Community College was revised to clarify the accreditation standard and legal references; Title 5 section references were also added. The same for AP 4025 – nothing about languages but the references.

Dr. Beyer wishes to ensure the second reading will not be added to the June board agenda, but will be addressed at the beginning of the fall semester for a full review. He advised senators to be prepared to pass a resolution at the next meeting.

Dr. Beyer consulted with the state senate president David Morse who had some concerns: He suggested the words *rely primarily* remain in the policy – those words must remain for any modification to the policy.

One member commended Dr. Beyer for communicating in such an honest and sincere way with the Senate.

Dr. Beyer read a letter he prepared to send to all faculty to explain the BP attachments.

b. BP 4025 (attachment)

c. Senate Membership – Alternating Terms

Dr. Beyer explained all terms end in June 2016. He asked senators to ask each division to discuss alternating or staggering their representation terms. The senate has until June 2016 to talk about it. At-large positions end the day the fall semester begins.

## 9. INFORMATIONAL ITEMS

a. Ed Knudson – College President

President Knudson expressed his gratitude and congratulations to all for a great year. He noted the hard work of faculty for many projects, including the baccalaureate degree program, the law school initiative, the first draft of the accreditation self-study for next year, and for the department chair structure in place and functioning. President Knudson reported the following projects that will be addressed over the summer:

- Work will begin to frame the Educational Master Plan that expires next year. The Facilities Master Plan which is driven by the Educational Master Plan also expires next year. Because of state requirements, the Facilities Master Plan must match the Educational Master Plan. The two 10-year documents will include a separate strategic planning document with a 3-year horizon that will include updates, programs, etc.

A consultant will be hired to work with the facilitator of the Educational Master Plan; the work itself will be done by the institution. A consultant will be hired to work with the person responsible for the Facilities Master Plan. Both consultants will work together to ensure both master plans match.

- Financing of the Palmdale Center and an opportunity for a classroom at Fox Field will be discussed with the board over summer. Financing for both will be from one source, and will be cheaper if we finance the construction. If the entities finance the projects, rent increases significantly.

The goal of the Palmdale center is to hold classes beginning in fall 2016.

Supervisor Mike Antonovich has presented an opportunity for a 4,000 sq. ft. building at Fox Field, which will allow Jack Halliday an actual classroom. The airfield is willing to partner on building two hangers dedicated to the program.

The bachelor's program is scheduled to begin in fall 2016.

- Discussions with both mayors will take place prior to the preparation of information for a potential bond election in 2016.

- When attrition occurs, a review of the position, job description and unit are evaluated to ensure staff and positions are balanced properly. Terry Schultz is leaving and the facilities unit and structure is under review. The foundation office structure is under review, and evaluation is moving through the institution. President Knudson has communicated with Dr. Beyer about the ongoing support of the senate. Nothing is being taken away, but adjustments may be made in how to meet needs. Review will be ongoing over the summer.
  - President Knudson asked if senators had questions about proposed plans or anything on campus. No one had questions.
- b. Faculty Professional Development Hours – Dr. Irit Gat  
Dr. Irit Gat, Faculty Professional Development Committee Chair reported the Memo of Understanding (MOU) passed regarding a reduction in professional development hours. She will report back on the specifics.
- c. Institutional Learning Outcomes (attachment)  
Dr. Ed Beyer asked members to take the Institutional Learning Outcomes attachment to their divisions. He asked senators to report feedback to Dr. Beyer or Dr. Haller. The senate will take action at the beginning of the fall semester, and then will move forward to the Strategic Planning Committee.

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 May 21, 2015 was adjourned at 4:40 by Dr. Ed Beyer, Academic Senate President.

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



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*Approved: June 4, 2015 Academic Senate Meeting*

## Outcomes Committee Senate Report for March 19, 2015

As of May 11, 2015, the Outcomes Committee has accomplished the following:

1. Approval of SLOs and PLOs:
  - Revised SLOs: AGRI 240, AJ 102, AJ 201, ANTH 202, ART 104, ART 216, BIOL 201, BIOL 202, BUS 113, DA 111, JOUR 123, KIN 210, MATH 135, MUS 101, MUS 105, PHY 101, PHYS 102
  - New course SLOs:
  - New program PLOs: Yoga Instructor Certificate of Achievement
  - PLOs for existing programs:
    - 1) Digital Photographic Imaging Certificate
    - 2) Digital Photographic Imaging Degree
    - 3) Digital Printing Certificate
    - 4) Digital Printing Degree
    - 5) Graphic Design Certificate
    - 6) Graphic Design Degree
    - 7) Interactive Media - Web design Certificate
    - 8) Interactive Media - Web Design Degree
    - 9) Computer Animation Certificate
    - 10) Computer Animation Degree
    - 11) Video Design and Production Certificate
    - 12) Video Design and Production Degree
  
2. Data Days: Dr. Meeta Goel requested committee members to help with hosting training to help faculty enter data. Dr. Svetlana Desplazes and Ms. Jamie Jones are working on screenshots to assist faculty with using Weave. Dr. Goel requested committee members speak with their divisions to determine the dates and needs of faculty to enter data and to stress that 100% rates on PLOs/SLOs/OOs is a necessity. Dr. Goel also developed and administered an online survey so faculty can indicate what kind of help they need and when they would like to receive it. The results of the survey will be used to plan the training sessions.
  
3. MOU Concerning Adjuncts: Dr. Bonnie Suderman was present at the 4/27 outcomes Committee meeting to discuss the MOU concerning adjuncts. Pursuant to Article X, Sections 9.7.a and 9.7.b of the faculty contract, part-time faculty shall be compensated for mandatory participation in the Outcomes Assessment process. Their compensation for spring 2015 only, will consist of a \$50.11 stipend. In the event that the one percent raise is approved, the stipend would increase to \$50.61.  
In order to receive the compensation, the part-time faculty must show evidence that they have:
  1. Compiled and submitted the relevant outcome assessment data by June 12, 2015, in the format communicated by the Department or Division.
  2. Participated in the Discipline, Department or Division-wide discussion of outcomes assessment and development of action plans (along with the full-time faculty who are responsible for leading the discussion).

3. Been listed as a participant in the District's Outcomes Assessment and program review.  
The Dean will verify participation through the submission of a Supplemental Pay form.
4. Outcomes Committee Reorganization: Dr. Bonnie Suderman was present at the 4/27 outcomes Committee meeting to discuss the likely reorganization of the Outcomes Committee. Under the new structure, the committee would be called the Outcomes and Assessment Committee (a participatory governance committee) that would be chaired by an administrative co-chair and a faculty senate co-chair. The committee would have 3 subcommittees: 1) Institutional Learning Outcomes Sub-committee, 2) Organizational Outcomes Sub-committee with operational area representatives, 3) SLO/PLO Senate Sub-committee with division representatives.
5. Weave Training: Dr. Fredy Aviles walked the committee through the process for running reports. After a moment, many members expressed concerns with not having a handout or packet that reviews the process within Weave available for reference. A suggestion was made that even a one page "How to" document on each process within Weave would be beneficial. The document has been created and will be posted to the Outcomes Committee website.  
Dr. Glen Haller presented a Guide to WEAVE SLO Entry as well on May 11, 2015.
6. ILO Taskforce: An ILO taskforce has met and come up with a draft of proposed ILOs and their assessments. The Outcomes Committee reviewed these on May 11, 2015 and made minor edits. The ILOs will be presented to the Academic Senate and then to the Strategic Planning Committee (SPC) for feedback.
7. New Outcomes Committee Co-chair: Dr. Glen Haller will be the new Outcomes Committee Co-chair starting fall 2015.

## **Program Review 2014-2015 Year End Report**

The Antelope Valley College Board of Trustees identified EMP Goals 4, 1, and 3 as priorities for 2014-2016. Programs documented their alignment with those and other EMP goals.

- EMP Goal #4. The college will increase student success in Basic Skills and ESL courses.
- EMP Goal #1. The college as a community will provide students with an environment which supports learning and facilitates student success.
- EMP Goal #3. The college will expand and diversify Career Technical Education options for students.

“District Planning and Your Program Review Report” workshops were offered in October through Faculty Professional Development (FPD). Individual assistance was also provided as needed to assist faculty and staff with data analysis and report writing.

### **2014-2015 Comprehensive Reports were written by:**

- Enrollment Services
- Executive Council\* ((Office of Super/President, Office of VPAA, Office of VPSS, Business Services, Facilities Services, Human Resources, ITS which includes IMC, Institutional Adv & Fdn, Institutional Effectiveness, Research and Planning, Marketing)
- Financial Aid Office
- Kinesiology and Athletics
- Library
- Math and Sciences
- Palmdale Center

\*The Executive Council merged to conduct one comprehensive review this year to reflect their coordinated work in District planning.

### **Status Quo Option**

42 programs in years two and four of their review cycle determined that the program review conducted in 2013 continues to accurately reflect the program and would guide program and district planning for another year.

### **Annual Update**

13 programs wrote new annual update reports. This was required for programs who wrote comprehensive reports in 2012 and for programs who wanted to revise their 2013 report.

### **Missing Reports**

9 programs did not complete an annual update program review in 2014-15.

### **Reporting Timeline Changes**

2015-2016 reports will be due in March, instead of October, to better align with the new District planning cycle. Addendums to 2014 reports or early submission of program review reports can be used to document changes which need the immediate attention of the Budget Committee. 2014-2015 data will be used in 2015-2016 reports and available in August.

### **Programs Scheduled for 2015-2016 Comprehensive Program Reviews**

- Counseling
- Job Placement
- Language Arts and Academic Development
- Outreach / Information and Welcome Center
- Visual and Performing Arts

### **Programs Scheduled for 2015-2016 Annual Update Reports (did comp review in 2013)**

- Career Technical Education programs
- EOPS (Extended Opportunity Programs and Services)
- Social and Behavioral Sciences programs
- Student Development and Services
- STAR (Student Transition and Retention)

### **Programs Eligible for Status Quo in 2015-2016\*\***

- Programs who completed comprehensive reports in 2014-2015
- Programs who completed comprehensive reports in 2012-2013 and completed annual update reports in 2014-2015

\*\*Status Quo is an option available to programs that are current with their reporting and may be exercised the year after conducting a comprehensive review and the year before conducting a comprehensive review. Programs will write an annual update report if they determine last year's report does not reflect current planning and/or needs.

# **Online Education Initiative for the California Community Colleges Memorandum of Understanding Between Foothill DeAnza Community College District and Selected Colleges Piloting OEI Resources**

This document outlines the agreement between the Online Education Initiative ("OEI") project as hosted by the Foothill DeAnza Community College District and Antelope Valley College. The duration of the agreement will be from January 1, 2015 through June 30, 2016. The agreements outlined herein pertain to the three pilot groups and are defined accordingly. Signatures on this document pertain to agreements relevant to the appropriate pilot group as identified below:

The following agreement is between Foothill-De Anza Community College District representing the Online Education Initiative project and Antelope Valley College as part of the **[Full Launch or Student Readiness Staging Group or Tutoring Staging Group]**.

**Project Goal:** The goal of the OEI is to engage colleges in the implementation of online resources that will improve student success and completion in the California Community Colleges. All of the colleges involved in this effort will be asked to pilot processes and tools, and assist in the selection, development, and testing of the resources involved. There will be three groups of colleges working to develop and test the resources used by the project. The duration of this agreement will be from January 1, 2015 through June 30, 2016.

There are three groups of pilot colleges as described below. Each group consists of eight colleges that will focus on one of the following activities:

## *1. Full Launch Colleges:*

- a. Develop and test the processes necessary to facilitate the Online Course Exchange across colleges and full implementation of the OEI. This includes but is not limited to: application/residency determination, course registration, matriculation, and the support services being piloted by the readiness and tutoring groups.
- b. Review and inform the choice of a CCC common course management system (CCMS) through the development and evaluation of the Request for Proposal (RFP) process and selection of the CCMS through participation in the CCMS Committee.
- c. Deploy and pilot the selected CCMS, associated processes and courses within the exchange.
- d. Implement the first courses within the CCMS in Fall 2015 and the first courses within the exchange in early 2016.

## *2. Student Readiness Staging Group:*

- a. Pilot a diagnostic assessment to help students evaluate their readiness for online learning.
- b. Pilot dynamic tutorials designed to improve student readiness for online success.
- c. Participate in evaluation of diagnostic assessment and readiness tutorials.
- d. Participate in staging activities for entry into the course exchange.
- e. Begin readiness preparation work in November 2014 with participating colleges submitting candidate courses to the OEI for inclusion in courses in Spring 2015.
- f. Deploy diagnostic assessment and readiness tutorials from within the teaching colleges' own systems with their own students and CMS.

## *3. Tutoring Staging Group:*

- a. Review and pilot method of delivering effective online tutoring services for students in online classes and integrating statewide support services with local tutoring services.
- b. Develop a plan to promote robust and effective use of online tutoring services.
- c. Participate in evaluation of the online tutoring pilot.
- d. Participate in staging activities for entry into the course exchange.
- e. Colleges begin tutoring solution preparation work in November 2014 with participating colleges submitting candidate courses to the OEI for inclusion in courses in Spring 2015.
- f. Deploy online tutoring solution within the teaching colleges' own systems with their own students and CMS.



All colleges party to this agreement will receive the following from the OEI Project:

- Resources appropriate to their pilot group.
  - Group 1: Free access to the Common Course Management System for OEI prioritized courses throughout the pilot offering.
  - Group 2: Free access to the OEI developed readiness applications for pilot courses.
  - Group 3: Free access to OEI developed tutoring resources for pilot courses.
- Reviews by trained faculty reviewers whose purpose is to provide feedback and assistance including instructional design support along with accessibility assistance for at least three to five online courses as submitted by the college.
  - Courses that are submitted to be offered as part of the OEI, will be part of a formative review and design process that aligns them to the OEI Course Design Standards (based on national standards).
  - The process consists of the faculty member voluntarily completing an application for course submission, having the course reviewed by trained CCC faculty reviewers as organized via @ONE. Courses that closely meet the standards will be prioritized for first offering within the OEI.
  - Courses that need some adaptation to meet one or more areas of the standards, will receive instructional design support to complete a revision process and will be offered in the priority determined by a revision timeline
  - The review covers course design components and in no way should be considered an evaluation of the faculty member's online teaching performance.
  - The review results will be shared solely with the faculty member involved who may or may not choose to participate further.
- Professional development support as needed.
- Regular inclusion in decision-making processes with other pilot college staff and faculty and OEI Steering Committee members appropriate to pilot focus areas including overall project development as needed.

All colleges will agree to the following:

- Identification of courses consistent with OEI guidelines for course review and potential inclusion in pilot activities.
- Participation in the course review and update activities.
- Use of the *Open CCCApply* application by January 2015.
- Participation in the development of reciprocity agreements that will be needed to implement the project and ensure that all students receive the services necessary to facilitate success.
- Participation in virtual and in-person development team meetings for pilot group focus areas as needed.
- Participation in professional development activities as appropriate.
- Obtain the agreement to participate from the local Academic Senate.
- Provide data necessary to assess the effectiveness of the pilot efforts, in cooperation with the RP Group as the official evaluator for the OEI.
- Group 1 agrees to use the selected common course management system for the pilot of the initial courses in Summer of 2015 and/or Fall of 2015.
- Groups 2 and 3 agree to consider potential expansion of pilots in Fall of 2015 and Spring of 2016 by mutual agreement with the OEI, pending analysis of pilot data and capacity of the OEI to expand pilot readiness, tutoring, and CCMS solutions.

#### **Course Review:**

Courses that are submitted to be offered as part of the OEI will be part of a formative review and design process that aligns them to the OEI Course Design Standards (based on national standards). The process consists of the faculty member voluntarily completing an application for course submission and having the course reviewed by trained CCC faculty reviewers as organized via @ONE.

Courses that closely meet the standards will be prioritized for first offering within the OEI. Courses that need some adaptation to meet one or more areas of the standards will receive instructional design support to complete a revision process from the OEI and will be offered in the priority determined by a revision timeline. Faculty members who submit courses should also agree to participate in any review process if they wish to continue to be forwarded to the OEI for offering the course.

There will continue to be opportunities in the future to receive instructional design support through the review process for faculty who do not wish to continue with submission to the OEI, but who may wish to resubmit their courses at another time. The review covers course design components and in no way should be considered an evaluation of the faculty member's online teaching performance. The review results will be shared solely with the faculty member involved who may or may not choose to participate further.

**Course Intellectual Property Rights:** The OEI does not claim any rights to any courses that are offered through the pilots or thereafter. Receipt of instructional design assistance by a faculty member or college does not relinquish rights to the course that is submitted for offering in the pilot.

Signatures:

Dr. Bonnie C. Suderman 3/17/15  
Vice President of Instruction Date

\_\_\_\_\_  
Academic Senate President Date

\_\_\_\_\_  
Vice President of Student Services Date

[Signature] 3/17/15  
Distance Education Coordinator Date

\_\_\_\_\_  
OEI Executive Director Date

\_\_\_\_\_  
FHDA Sponsor Date



ACADEMIC SENATE BYLAWS

Article I – SENATE PROCEDURES

B100.0 Elections

B100.1 Notification and Dates of Elections and Implementation

B100.1.1 President

B100.1.1.1 The President shall send a call to all full time faculty for nominations of the President of the Academic Senate on the Monday of the Fourth week of the Spring semester before the end of the current President's term.

B100.1.1.2 The call, which must be in writing, shall explain the duties, required documents for consideration, the deadline for submission of nomination and the date of the election.

B100.1.1.2.1 The required documents for consideration must include a letter of interest from the nominee as well as any other supporting documentation supported by the call.

B100.1.1.3 Nominations shall close on the Friday of the Fifth week of the Spring semester at the official close of the college business day.

B100.1.1.4 The Executive Committee shall put the election for the President on the agenda of the first regular Senate Meeting following the Fifth week of the Spring Semester as an action item.

B100.1.1.5 In the case of Presidential succession in a non-Presidential election year after the Fifth week of the Spring semester:

B100.1.1.5.1 The President shall send the call for nominations immediately.

B100.1.1.5.2 Nominations shall close on the Friday following at least nine business days after the call has been sent out.

B100.1.1.5.3 The Executive Committee shall put the election for the President on the agenda of the first regular Senate Meeting following the submission deadline.

B100.1.2 Executive Committee with exclusion of President

B100.1.2.1 The President shall send a call to all full time faculty for nominations of the Vice President, First Executive Officer and Second

Executive Officer of the Academic Senate on the Monday of first week following Spring Break.

B100.1.2.2 The call, which must be in writing, shall explain the duties, required documents for consideration, the deadline for submission of nomination and the date of the election.

B100.1.2.3 Nominations shall close on the Friday following at least nine business days after the call has been sent out.

B100.1.2.4 The Executive Committee shall put the election for each of the positions on the agenda of the first regular Senate Meeting following the submission deadline.

B100.1.2.5 In the case of a vacancy of the Vice President, First Executive Officer or Second Executive Officer positions:

B100.1.2.5.1 The President shall send the call for nominations immediately.

B100.1.2.5.2 Nominations shall close on the Friday following at least nine business days after the call has been sent out.

B100.1.2.5.3 The Executive Committee shall put the election for the vacant position on the agenda of the first regular Senate Meeting following the submission deadline.

### B100.1.3 Chairs, Faculty co-Chairs and Coordinators

B100.1.3.1 The President shall send a call to all full time faculty for nominations of any open Chair, co-Chair or Coordinator on the Monday of the Fourth week of the Spring semester before the end of the current President's term.

B100.1.3.2 The call, which must be in writing, shall explain the duties, required documents for consideration, the deadline for submission of nomination and the date of the election.

B100.1.3.3 Nominations shall close on the Friday of the Fifth week of the Spring semester at the official close of the college business day.

B100.1.3.4 The Executive Committee, at the first Executive meeting after the deadline for submission of nominations, shall examine the nominations and create a schedule for interviews.

B100.1.3.5 The Executive Committee shall determine the appointee and place on the next regular Senate meeting that name for ratification by the Academic Senate by regular ballot and by a simple majority.

B100.1.3.6 Should the Executive Committee appointee not be ratified by the Academic Senate, the position's status shall be remanded to the Executive Committee for further review.

B100.1.3.7 In the case of a vacancy of a Chair, Faculty co-Chair or Coordinator:

B100.1.3.7.1 The President shall send the call for nominations immediately.

B100.1.3.7.2 Nominations shall close on the Friday following at least nine business days after the call has been sent out.

B100.1.3.7.3 The Executive Committee shall then begin the selection process in accordance with §B100.1.3.

B100.1.4 Adjunct Representatives

B100.1.4.1 The President shall send a call to all adjunct faculty members in the First week of the Spring Semester where there is a vacancy for Adjunct Representatives.

B100.1.4.2 The call, which must be in writing, shall explain the duties, required documents for consideration, the deadline for submission of nomination and the date of the election.

B100.1.4.3 Nominations shall close on the Friday of the Third week of the Spring semester at the official close of the college business day.

B100.1.4.4 The elections shall take place beginning the Monday of the Fourth week of the Fall semester and shall end the Friday of the Sixth week of the Fall semester and be by Special Balloting.

B100.1.4.5 In the case of a vacancy of an Adjunct Representative:

B100.1.4.5.1 The President shall send the call for nominations immediately.

B100.1.4.5.2 Nominations shall close on the Friday following at least nine business days after the call has been sent out.

B100.1.4.5.3 The election shall begin the Monday following the closing of nominations and end the Friday after no fewer than seven working days.

B100.1.5 Constitution

B100.1.5.1 Any faculty member may submit a proposed amendment to the Constitution, however, that proposal must also contain the signatures of at least three voting Senate Representatives.

B100.1.5.2 All proposals shall be presented in writing to the Executive Committee.

B100.1.5.3 The Executive Committee shall place any properly presented proposal to amend the Constitution on the agenda as an action item at the next eligible regular Senate meeting.

B100.1.5.4 The Senate shall vote on the proposal in accordance with §105.1 of the Constitution, which requires a simple majority of all Senators eligible to vote to move the proposal forward as a proposed amendment.

B100.1.5.5 The Executive Committee shall then place any approved proposed amendment to change the Constitution on the agenda as an action item at the next eligible regular Senate meeting.

B100.1.5.6 The President shall, within two weeks, send in writing a notification of balloting on the proposed amendment to all regular faculty.

B100.1.5.7 The notification, which must be in writing, shall give the complete text of the changes, any auxiliary information and documents and the dates of the election.

B100.1.5.8 The dates of the balloting may be no less than two weeks from the sending of the notification, must be at least one week in length and may only take place in totality during the Fall or Spring semester.

B100.1.5.9 Should there be a successful Constitutional amendment, that amendment shall be in force on the first day of classes of the next Fall semester, unless otherwise specified in the amendment.

#### B100.1.6 Bylaws

B100.1.6.1 Any faculty member may submit a proposed change to the Bylaws, however, that proposal must also contain the signatures of at least three voting Senate Representatives.

B100.1.6.2 The Executive Committee shall place any properly presented proposals to change these Bylaws on the agenda as an action item at the next regular Senate meeting.

B100.1.6.3 The Senate shall vote on the proposal in accordance with §106.1 of the Constitution, which requires a simple majority to move the proposal forward for a final vote.

B100.1.6.4 The Executive Committee shall then place any approved proposed changes to these Bylaws on the agenda as an action item at the next regular Senate meeting.

B100.1.6.5 Any Bylaw changes that are made in accordance with §106.2 of this Constitution shall take effect immediately.

B100.1.7 Awards, Honors and State Nominations

B100.1.7.1 Scholar in Residence

B100.1.7.1.1 The President shall send a call to all faculty for nominations for Scholar in Residence Award nomination letters.

B100.1.7.1.2 The call, which must be in writing, shall explain the award, required documents for consideration and the deadline for submission of nomination.

B100.1.7.1.3 The call for nominations shall be sent out in the 12th week of each Fall semester, and shall remain open until the fourth week of the Spring semester.

B100.1.7.1.4 The President shall send a reminder in the second week of the Spring semester that nominations will close in two weeks.

B100.1.7.1.5 The Executive Committee shall put discussion for the election of the Scholar in Residence on the agenda of the first regular Senate Meeting following the fourth week of the Spring Semester.

B100.1.7.1.6 The Senate shall review all nomination letters and a special ballot shall be taken within one week to decide the recipient.

B100.1.7.1.7 The name of the award recipient shall remain confidential until the presentation of the award.

B100.1.7.1.8 All of the nominees and the Scholar in Residence award winner will be announced and recognized at Faculty Recognition Day.

B100.1.7.2 State Award requiring Senate to make a single nomination from the school

B100.1.7.2.1 The President shall send a call to all faculty for nominations for State Award requiring Senate to make a single nomination.

B100.1.7.2.2 The call, which must be in writing, shall explain the award, required documents for consideration and the deadline for submission of nomination.

B100.1.7.2.3 The call for nominations shall be sent out in a time frame determined by the Executive Committee based on award's particular deadline, but in no case will the call be sent out later than six weeks before the nomination submission deadline.

B100.1.7.2.4 The call for nominations must be sent out at least four weeks before the closing of nominations, and the President shall send a reminder two weeks before that closing date.

B100.1.7.2.5 The Executive Committee shall put the selection of the nominee for the award on the agenda of the first regular Senate Meeting following the closing as an action item.

B100.1.7.2.6 The Senate shall review all nomination letters and an special ballot shall be taken within one week to decide the nominee.

B100.1.7.2.7 The nominee then works with the Academic Senate President to complete the nomination form for submission to the State Academic Senate by the deadline.

#### B100.1.7.3 Outstanding Adjunct Faculty Award

B100.1.7.3.1 The President sends a memo to all faculty and deans of each instructional and support service Division or Area to nominate one adjunct faculty member from within the Division or Area for the Outstanding Adjunct Faculty Award

B100.1.7.3.2 The call, which must be in writing, shall explain the award, required documents for consideration and the deadline for submission of nomination.

B100.1.7.3.3 The call for nominations shall be sent out in the 12th week of each Fall semester, and shall remain open until the fourth week of the Spring semester.

B100.1.7.3.4 The President shall send a reminder in the second week of the Spring semester that nominations will close in two weeks.

B100.1.7.3.5 Within the week following the closing date, The Executive Committee – along with the Adjunct Representatives – shall determine the names of the three most qualified candidates to submit for election by the Senate.

B100.1.7.3.6 The Executive Committee shall put the election of the Outstanding Adjunct Faculty Award on the agenda of the first regular Senate Meeting following the determination of those names as an action item.

B100.1.7.3.7 The Senate shall review all nominations and a special ballot shall be taken to decide the recipient of the award.

B100.1.7.3.8 An honorarium shall be given to the adjunct faculty member selected for the award in an amount determined by the Senate.

B100.1.7.3.9 The name of the award recipient shall remain confidential until the presentation of the award.

B100.1.7.3.10 All of the nominees and the Outstanding Adjunct Faculty Member shall be recognized at Faculty Recognition Day.

## B101.0 Balloting

### B101.1 Open Balloting

B101.1.1 When "Open Balloting" is declared necessary by this Constitution, the following procedure shall be followed:

B101.1.1.1 A list of Senators eligible to vote during an election or a selection process is generated and printed. This list contains the Senator's name and a space for the Senator's signature.

B101.1.1.2 The list is passed among the eligible Senators and each must sign his/her name in order to receive a ballot. Only those Senators who are eligible and sign the list will receive a ballot.

B101.1.1.3 After ballots are distributed, each Senator marks his/her ballot and returns it to the person who distributed the ballot. Each Senator must again sign indicating that he/she has cast a ballot.

B101.1.1.4 The person who distributed the ballots will count them in the presence of all who are attending the meeting. After the ballots are counted, the results are announced immediately.

B101.1.1.5 In the case where it has been agreed by majority vote of the Senate that the results will be announced at a later date, there must be an accurate, public declaration there has been clear result.

B101.1.1.6 The ballots are available for anyone to view after the meeting. The ballots will be kept in the Academic Senate Office for the length of time stipulated by the Public Records Act.

B101.2 Amendment Balloting

B101.2.1 When "Amendment Balloting" is declared necessary by this Constitution, the following procedure shall be followed:

B101.2.1.1 When amendment balloting has been properly called by the Senate according to §105.1 of the Constitution, proposed amendments shall be presented in writing to the faculty at least two weeks prior to voting. In addition to the proposed wording of the amendment the announcement will also include balloting dates, places and procedures as well as the deadline for announcing results of the balloting.

B101.2.1.2 The Senate shall conduct the Amendment balloting within twenty (20) school days after the proposal has been presented.

B101.2.1.3 A list of Regular faculty eligible to vote according to §4.1 of the Constitution shall be generated prior to balloting.

B101.2.1.4 At the beginning of balloting, ballots shall be placed in each regular faculty member's main mailbox.

B101.2.1.5 Balloting shall not take place via by electronic means, including, but not exclusive to, email and web sites.

B101.2.1.6 Ballots shall consist of the following: a copy of the proposed amendment, the official ballot, plain envelope, an outer envelope with the faculty member's name, instructions for balloting and signature area.

B101.2.1.7 Ballots, after having been marked by the faculty member shall be placed in the plain envelope and sealed. Then that envelope shall be placed in the outer envelope that shall be sealed and signed. The entire package will then be placed in the ballot box.

B101.2.1.8 At the close of balloting, the Executive Committee shall unseal the ballot box, count the ballots and make public the results within one week of the close of balloting.

B101.2.1.9 Any ballot not deposited strictly in accordance with §B10.2.7 but shows no other qualities that might disqualify it, shall be considered that balloter's manifest intent to cast a legal vote, and shall be counted accordingly.

B101.2.1.10 Any ballot that is invalid, at the determination of the Executive Committee, shall not be counted.

B101.2.1.11 Should the Senate under §x or the faculty under §x properly contest the balloting, the ballots shall be recounted in public.



B101.2.1.12 The ballots will be kept in the Academic Senate Office for the length of time stipulated by the Public Records Act, but no less than one year.

### B101.3 Special Balloting

B101.3.1 When "Special Balloting" is declared necessary by this Constitution, the following procedure shall be followed:

B101.3.1.1 A list of those individuals eligible to vote for the election shall be created.

B101.3.1.2 Notice of the ballot shall be in writing to the eligible voters, along with the candidates names and explanation of voting procedure as well as voting deadline.

B101.3.1.3 Special Balloting may take place by any method (i.e. paper ballot, Survey Monkey, etc.) determined by the Executive Committee and confirmed by simple majority by regular vote of the Senate.

B101.3.1.4 The Executive Committee shall count the ballots and announce the results at the next regularly scheduled Senate meeting.

B101.3.1.5 In the case where it has been agreed by majority vote of the Senate that the results will be announced at a later date, there must be an accurate, public declaration that there is a clear result.

B101.3.1.6 The ballots shall be available for anyone to view after the election. The ballots will be kept in the Academic Senate Office for the length of time stipulated by the Public Records Act.

### B102.0 Meetings

#### B102.1 Regular Meetings

B102.1.1 The Senate shall have two regular meetings each month of the Fall and Spring semesters.

B102.1.1.1 The meetings shall be on the first and third Thursdays of each month during the Fall and Spring semester.

B102.1.1.2 The meetings shall begin at 3 p.m. unless notice of at least 72 hours is given for a different time.

B102.1.1.3 Should a regular meeting date be a School Holiday, there shall be no meeting held.

#### B102.2 Special Meetings

B102.2.1 Special Meetings may be called by the Executive Committee at any time it is determined such a meeting is required.

B102.2.2 A Special meeting may be called without Executive Committee authority if under the auspices of §108.1.3 of the Constitution.

B102.2.3 Whoever is calling the Special Meeting must publically announce the meeting, in writing, no later than 72 hours before the meeting.

B102.2.4 The Special Meeting announcement must contain the date, place and time as well as purpose of the meeting.

B102.2.5 The agenda for the Special Meeting shall be submitted in accordance with §100.3 of the Constitution.

### B102.3 Closed Session

B102.3.1 During sessions closed legally under the Brown Act for the purpose of discussion of personnel issues:

B102.3.1.1 Only voting members of the Senate are allowed in the room during closed session.

B102.3.1.2 Any Senate member whose name is being considered for an appointment shall not be allowed to attend the discussion regarding that appointment.

B102.3.1.3 All voting Senate members may vote for action during Closed Session.

### B103.0 Faculty Review of Senate Actions

B103.1 The faculty may review any action of the Senate, provided they submit a petition that contains signatures of at least 20 percent of the Regular Faculty.

B103.2 The petitions shall be submitted to the Executive Committee as part of the Public Comments section of a regular Senate Meeting.

B103.3 The petition must identify the specific actions to be reviewed, when the action was taken as well as the reasons for the review. Petitions may not be general or sweeping in nature.

B103.3.1 If more than one action is asked to be reviewed by a single petition, the petitioners must show clear and specific relation to the actions and need for review.

B103.3.2 The petition shall be specific to the documents and evidence related to the action presented for review and must have clear connection to the review.

B103.3.3 The petition must cite the relief that is being sought by the petitioners if successful.

B103.4 Upon receipt of the petition, the Executive Committee shall verify that the signatures are authentic and belong to members of the faculty, as well as that the proper number of signatures have been submitted. The verification process shall take no more than two weeks.

B103.5 Once the petition has been received and verified, the Executive Committee must call for a Special Senate Meeting for receiving, discussion and possible action on the petition.

B103.5.1 If the Executive Committee fails to verify the petition, the petitioners may ask that a panel of three be created to verify the petition. The three-person panel must consist of Antelope Valley College employees mutually agreed upon in good faith.

B103.5.2 Should the third party determine a lawful petition the Executive Committee shall be required to call the special Senate meeting.

B103.6 During the Special Senate Meeting, a three-person panel shall sit as Chairs. If the three-person panel was created to verify the petition, that same panel shall preside. If not, a three-person panel must be mutually agreed upon in good faith.

B103.7 The Special Meeting must conform with §B102.2 of the Bylaws.

#### B104.0 Presidential Recall

B104.1 The Academic Senate President may be recalled under §108.0 of the Constitution.

B104.2 A petition, conforming to §108.1.2 of the Constitution shall be submitted to the Executive Committee as part of the Public Comments section of a regular Senate Meeting.

B104.2.1 The petition, which must contain specific charges for recall under §108.1.2.2 of the Constitution, must cite specific examples of dereliction of duty, fraud, criminal practice, open violation of this Constitution, refusal or violation in carrying out proper Senate actions and/or any other infraction voted on by two-thirds of all Senators who are eligible to vote.

B104.2.2 Upon receipt of the petition, the Executive Committee shall verify the signatures as authentic and members of the Academic Senate, as well as that the proper number have been submitted.

B104.2.3 Upon verification of the petition in accordance with §B104.2.2, all Senators must follow §108.1.3 of the Constitution.

B104.2.3.1 Should the Executive Committee refuse to call for a Special Meeting, citing an incomplete petition, the petitioners may proceed with a §108.1.3.1 Special Meeting only after presenting affirmative evidence of a valid petition to a non-voting member from the Senate Position list from §4.4 of the Constitution

B104.2.3.2 The Non-voting member shall be chosen by a random draw of names by the Senate Coordinator at the next regular Senate meeting.

B104.3 During the Special Meeting, both sides shall be allowed up to one hour each to present their evidence, and be allowed uninterrupted closing arguments that shall not exceed 10 minutes.

B104.3.1 The President's closing argument will finish the discussion portion of the proceedings.

B104.3.2 Parties may petition to the chair for more time for presentation of evidence only.

B104.4 Voting shall take place immediately after the President's closing arguments.

## B105.0 Succession

### B105.1 President

#### B105.1.1 General Provisions

B105.1.1.1 All Presidential Succession shall take place in accordance with §107.1 of the Constitution.

B105.1.1.2 Upon Presidential Succession, the Executive Committee shall consult with the Faculty Union regarding matters pertaining to release time and other compensation and implement the necessary changes based on mutual agreement.

#### B105.1.2 Presidential Resignation

B105.1.2.1 All Presidential resignations must be in writing to the Executive Committee and must contain the date of resignation.

B105.1.2.2 If no date is given for the resignation, the resignation date will be considered the date of receipt.

B105.1.3 Long Term Absence

B105.1.3.1 If the Executive Committee makes a determination the President can no longer continue their duties and recommends succession, The Executive Committee shall:

B105.1.3.1.1 Place the recommendation on the agenda of the first regular Senate Meeting following the decision for discussion and possible action.

B105.1.3.1.2 At that Senate Meeting's Closed Session, present the evidence which lead them to the recommendation.

B105.1.3.2 Removal of the President by Long Term Absence requires a two-thirds Regular Vote of those Senators eligible to vote.

B105.2 Executive Committee

B105.2.1 All Executive Committee successions shall take place in accordance with §107.2 of the Constitution.

B105.2.2 Executive Committee Resignation

B105.2.2.1 All Executive Committee resignations must be in writing to the Executive Committee and must contain the date of resignation.

B105.2.2.2 If no date is given for the resignation, the resignation date will be considered the date of receipt.

B105.2.3 Any vacancy created by succession of an Executive Committee officer with the exception of the President shall be filled:

B105.2.3.1 If the vacancy is created before the President's call for yearly Executive Committee elections, it shall be filled according to §107.2.1 of the Constitution.

B105.2.3.2 If the vacancy is created after the President's call for yearly Executive Committee elections, it shall be filled immediately by the position-elect for the next year.

B105.3 Elected Division and Area Representatives

B105.3.1 All Elected Division and Area Representatives successions shall take place in accordance with §107.3 of the Constitution.

B105.3.2 In the case of a vacancy, the President shall immediately send a call to the Division or Area requesting a Representative be elected.

B105.3.3 Divisions and Areas have the sole discretion for procedures for filling vacancies of their Representatives.

B105.4 Adjunct Representative

B105.4.1 All Adjunct Representatives successions shall take place in accordance with §107.3 of the Constitution.

B105.4.2 In the event of a vacancy, the position shall be filled in accordance with §B100.1.4.5 of the Bylaws.

B105.5 Chairs, Faculty co-Chairs and Coordinators

B105.5.1 All Chairs, Faculty co-Chairs and Coordinators successions shall take place in accordance with §107.4 of the Constitution.

B105.5.2 Chairs, Faculty co-Chairs and Coordinator Resignation

B105.5.2.1 All Chairs, Faculty co-Chairs or Coordinators resignations must be in writing to the Executive Committee and must contain the date of resignation.

B105.5.2.2 If no date is given for the resignation, the resignation date will be considered the date of receipt.

B105.5.3 All Committees shall at the first meeting of the school year name a Proxy for the sitting Chair, Faculty co-Chair or Coordinator.

B105.5.3.1 The Committee may select the Proxy in any manner it deems necessary, however the Chair, Faculty co-Chair or Coordinator may not make the selection without the simple majority approval of the entire Committee.

B105.5.3.2 All Committee Chair, Faculty co-Chair and Coordinator Proxies shall be forwarded in writing to the Executive Committee immediately following the first meeting of the school year for ratification of the Senate.

B105.5.4 In the event of a vacancy of a Chair, Faculty co-Chair or Coordinator, the Senate President will immediately assume the duties of the Chair, Faculty co-Chair or Coordinator until the vacancy is filled in accordance with §B100.1.3.7.

B105.5.4.1 The President shall at the next committee meeting preside and the first order of business will be the determination of two members of the committee to act as advisors to the President,

B105.5.4.1.1 The President shall rely primarily on the committee advisor's advice.

B105.5.4.2 Should the committee be unable to determine two advisors, the President shall appoint the advisors.

B105.5.5 The Executive Committee shall consult with the Faculty Union regarding matters pertaining to release time and other compensation and implement the necessary changes based on mutual agreement.

#### B106.0 Executive Committee

B106.1 In addition to all other duties and procedures promulgated in this Constitution and these Bylaws the Executive Committee shall be responsible for the following:

B106.1.1 The determination and application of selection criteria for forwarding names for ratification by the full Senate of:

- Committee members and Standing Committee Chairs and Faculty co-Chairs
- Honors and awards in accordance with §102.0 of this Constitution.

B106.1.1.1 The determination of the selection criterion must be completed before the President's call for the position or nomination and must be the only criterion used for the selection process.

B106.1.1.1.1 The Executive Committee shall have the sole discretion as whether to publically release the selection criterion, however if it is released, it must be contained in the call in accordance with §B100.1.3.

B106.1.2 The determination or selection of name or action to forward to the full Senate for ratification.

B106.1.2.1 Discussion regarding the determination or selection of the name or action shall only take place among those on the Executive Committee in a confidential situation.

B106.1.2.2 Determination or selection of name or action shall be made with only the Vice-President, First and Second Executive Officers present.

B106.1.2.2.1 Once a determination or selection of a name or action is made, it shall be forwarded to the President who must include

that name or action on the next agenda for ratification by the Full Senate.

B106.1.2.2.2 If no decision can be reached in selecting a name by the Vice-President, First and Second Executive Officers, they will inform the President of that fact.

B106.1.2.2.3 The Vice-President, First and Second Executive Officers will also make a recommendation to the President either:

- The position be re-opened for nominations
- The President shall make the final decision as to which name to forward to the full Senate if there is an irreconcilable deadlock.

B106.1.2.2.4 The President may accept or reject the recommendation, and shall call for re-opening nominations or make the final selection of a name that shall be forwarded to the Senate.

B106.1.2.2.5 The President must inform the Senate of any “no decision” made in accordance with §B106.1.2.2.2, the recommendation in accordance with §B106.1.2.2.3, along with any action and rationale if the President has decided not to accept that recommendation.

B106.1.3 Recommend need for and implementation of Presidential acts.

B106.1.3.1 Such acts include, but are not limited to:

- Assembly and determination of regular and special Senate meeting agendas
- Creation of Executive emergency powers

B106.1.4 Evaluate the legality of committee decisions.

B106.1.5 Hold “Out of Session” Meetings as necessary in accordance with §110.0 of this Constitution.

B106.1.5.1 All “Out of Session” must be held in public, have an agenda posted, minutes taken and all else required to conform within the dictates of the Brown Act, or any other legislation that supersedes or subordinates the Brown Act’s powers.



Article III – SENATE REPRESENTATION

B300.0 Each division or area selects representative(s) to serve on the Senate and it is the sole decision of the division or area as to how the selections shall be made.

B301.0 Each division shall select their Senate representatives according to the following formula:

- One representative per one (1) through nine (9) regular faculty of the division or area.

- Two representatives per ten (10) through nineteen (19) regular faculty of the division or area.

- Three representatives if regular faculty of the division or area number twenty (20) or more.

B302.0 In the Second week of the spring semester the Senate President sends a memo to the division representative reminding them their term of office is about to expire and a divisional representative needs to be chosen.

## 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:
- Instructor
  - Adjunct Instructor
  - Adjunct Assistant Professor
  - Assistant Professor
  - Associate Professor
  - Professor
  - Professor Emeritus

### 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 Senate Executive Committee.

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 year 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 §Bx

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 §B60x.0 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 Vice-President and First and Second Executive Officers 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 The President shall not be involved in any way with the deliberations and determination of the appeal by the Vice-President and First and Second Executive Officers.
- B503.1.4 If the appeal is denied by the Vice-President and First and Second Executive Officers, the petitioner may request the appeal be taken up by the President.
- B503.1.5 The President shall examine the evidence then make a determination before the next regular Senate meeting, and announce the decision to the Senate at that next regular meeting after the decision.
- B503.1.5.1 If the President's decision is different from the Executive Committee's, the president must include xxxxxxxxxxxx
- B503.1.6 The President's decision is final and there can be no further appeal regarding that decision.

## Article VI – SENATE RELATED PROCEDURES

Eminence

## Article VII – FORMS, CHARTS AND XXX

B600.0 Forms and Charts

### Scholarly Activity

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.

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.

Sample Scholarly Work List (Research, Teaching, Organization, Leadership , Service)

The Academic Senate recognizes the following list of widely accepted examples of Scholarly works, but are not limited to, 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

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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.

## 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***

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 Academic Senate 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.

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. Nondegree-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**

## **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**

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** 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, in conjunction with BP 2510, these procedures shall include:**

- ~~appropriate~~ **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;**
- **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: 5/11/15**

# BP 4020 Program, Curriculum, and Course Development

## References:

Education Code Sections 70901(b), 70902(b), and 78016;  
Title 5 Sections 51000, 51022, 55100, 55130 and 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

**NOTE:** *This policy is **legally required**. The following policy indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and deleted courses are legal. However, it is suggested that Boards not require program or course modifications be submitted to them for approval.*

*The portion of this policy regarding credit hour definition is **legally required** in an effort to show good faith compliance with the applicable federal regulations.*

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 **[CEO]** shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

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 for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

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

All new programs shall be submitted to the California Community Colleges Chancellors Office 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 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 **[CEO]** will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The **[ CEO ]** shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The **[ CEO ]** 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.

***Revised 8/04, 2/07, 8/07, 7/11, 3/12, 11/14***

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

Reference:

***Title 5, Section 55061; 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.

**See Administrative Procedure #4025**

**Adopted: 2/6/06**

**Revised: 5/12/08**

## **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.

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~~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, in conjunction with 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 include appropriate Academic Senate involvement.~~ These procedures shall include involvement of the faculty and Academic Senate.**

See Administrative Procedure #4025

Adopted: 2/6/06

Revised: 5/12/08

**Revised 05/11/15**

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

### References:

Title 5 Section 55061;  
ACCJC Accreditation Standard II.A (*formerly II.A.3*)

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

**Note:** *This policy is **legally required**. The following philosophy is taken from Title 5 Section 55061, which is the policy of the Board of Governors and is provided only as an example. The District should define and insert its own philosophy and criteria.*

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.

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In the 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 [ **CEO** ] 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.

Revised 2/08, 11/14

# AVC INSTITUTIONAL LEARNING OUTCOMES

## Communication

- Demonstrates analytical reading and writing skills including evaluation, synthesis, and research.
- Demonstrates listening and speaking skills that result in delivering focused and coherent presentations.

## PROPOSED MEASURES

- Written proficiency exam\*
- General Education assessment\*
- Community College Survey of Student Engagement (CCSSE)
- Demonstration of oral presentation proficiency\*

## Creative, Critical, and Analytical Thinking

- Uses intellectual curiosity, judgment and analytical decision-making in the acquisition, integration and application of knowledge.
- Solves problems utilizing technology skills, quantitative and qualitative information and applying mathematical concepts.

- Collegiate Learning Assessment (CLA)
- Capstone experience in the major\*
- Program Learning Outcomes (PLOs)

## Community/Global Consciousness

Understands and applies:

- Personal concepts of integrity, ethics, self-esteem, lifelong learning
- Cultural awareness while contributing to the well being of the local and global community.
- Numerous means of inquiry to experience and appreciate the values and the principles of beauty in all things.

- PLOs
- Service Learning\*
- Learning communities\*
- General Education assessment\*
- Written proficiency exam\*
- Capstone\*
- CCSSE
- Involvement in clubs and institutional related community activities\*

## Career and Specialized Knowledge

- Demonstrates knowledge, skills and abilities related to student educational goals including career, transfer and personal enrichment.

- Student Learning Outcome and PLO assessment data
- Degree and certificate completion rate
- Transfer data rates
- Licensure exam pass rates
- Capstone\*
- CCSSE
- Graduate survey\*
- Student employment survey\*