



ANTELOPE VALLEY COLLEGE

Academic Senate Meeting Agenda

September 1, 2016

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 – (Attachment)
 - a. June 23, 2016
5. REPORTS (5 minutes maximum)
 - a. Accreditation – Tina McDermott
 - b. Program Review – Carol Eastin
6. ACTION ITEMS
 - a. Senate Representation – Student Services – (Attachment)
 - b. FPD Co-Chair – Kristine Oliveira
 - c. Academic Senate Vice-President - Dr. Susan Lowry - (Attachment)
 - d. AP&P Representation - Dr. Darcy Wiewall – (Attachment)
 - e. AP&P Non-Traditional Credit – (Attachment)
7. DISCUSSION ITEMS
 - a. Class Climate – Dr. Susan Lowry, Tina McDermott, Jessica Harper
 - b. Senator Training– Dr. Irit Gat – (Attachment)
8. INFORMATIONAL ITEMS
 - a. Items June 23, 2016
 - b. Board Policies & Procedures – (Attachment)
 - AP 2340, AP 3435, BP 2350
 - c. Appointments
 - *Program Review – Melanie Parker
 - *Safety Committee - Joseph Esdin
9. SENATE ADMINISTRATIVE BUSINESS
10. ANNOUNCEMENTS

Oct 7–8, 2016	2016 Academic Academy Institute	Cost Mesa
Nov 3-5, 2016	2016 Fall Plenary	Costa Mesa
Feb 17-18, 2017	Accreditation Institute	Napa Valley
May 5-6, 2017	CTE Leadership Institute	San Jose
June 15-17, 2017	2017 Faculty Leadership Institute	Sacramento
July 12-15, 2017	2017 Curriculum Institute	Riverside
11. ADJOURNMENT

2016-2017 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
September 15, 2016	November 3, 2016 Accreditation – Tina McDermott
October 6, 2016 DETC – Perry Jehlicka	November 17, 2016 Program Review – Carol Eastin DETC – Perry Jehlicka
October 20, 2016 Outcomes – Glenn Haller	December 1, 2016 AP&P – Darcy Wiewall Outcomes – Glenn Haller

**NON-DISCRIMINATION
POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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

September 1, 2016

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 meeting was called to order at 3:00 p.m. by Dr. Irit Gat.

(See attached Roll Call Sheet for a list of attendees.)

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Each person introduced themselves and their areas of representation. Dr. Irit Gat reviewed ground rules for the meeting and encouraged no side conversations.

3. OPEN COMMENTS FROM THE PUBLIC

Rosa Fuller announced that there would be a pre-law orientation in a couple of weeks and that there were posters posted around campus. If anyone knew of students who were interested in becoming an attorney to encourage them to attend.

4. APPROVAL OF MINUTES – (Attachment)

a. June 23, 2016

A motion was made by Susan Knapp and seconded by Van Rider, motion carried with eight (8) abstentions. (See attached Roll Call Sheet for voting details)

5. REPORTS (5 minutes maximum)

a. **Accreditation – Tina McDermott**

Tina McDermott stated that there was a pre-team visit on Monday, August 29th, that it went well and that they appear to be friendly. Stated that an interview schedule would be available shortly and that the team may stop by a classroom, unannounced. Stated that Monday, October 3rd the visiting team would be on campus and that the self-evaluation looks good. Stated that the campus has come a long way, that we should be proud of the progress and that she believes that the college will be fully affirmed.

b. **Program Review – Carol Eastin**

Carol Eastin stated that she has all but 3 reports and that they are in good shape. The committee is going to work on the website, update it to reflect the new re-org and refine the template. She reminded everyone the timeline will be the same and that the reports will be due in March. She stated that Student Services will be the only one preparing a Comprehensive Report this year and everyone else will be writing an Annual Update.

6. ACTION ITEMS

a. Senate Representation – Student Services – (Attachment)

A motion was made by Van Rider and seconded by Jack Halliday, motion carried with three (3) abstentions. (See attached Roll Call Sheet for voting details)

b. FPD Co-Chair – Kristine Oliveira

Ken Shaffer stated that under the new bylaws, a chair nomination goes to Senate Exec so not everyone knows who applied, who was chosen and why.

A motion was made by Van Rider and seconded by Susan Knapp, motion carried with two (2) abstentions. (See attached Roll Call Sheet for voting details)

Irit Gat thanked Kathryn Mitchell for her service.

c. Academic Senate Vice-President - Dr. Susan Lowry - (Attachment)

There was some discussion on voting by regular voting vs. voting by special ballot for the VP

of Academic Senate, since there was only one submission.

A motion was made by Susan Knapp and seconded by Carolyn Burrell to vote regularly, motion carried. (See attached Roll Call Sheet for voting details)

A motion was made by Jason Bowen and seconded by Van Rider to vote for Dr. Susan Lowry for VP of Academic Senate, motion carried. (See attached Roll Call Sheet for voting details)

d. AP&P Representation - Dr. Darcy Wiewall – (Attachment)

Darcy Wiewall stated that the document was created to make sure everyone knew where people belonged with the new re-org and where the openings were. Stated that in Health and Safety Sciences there is an opening and an opening for Adjunct Faculty. Stated that the due date to apply would be next Tuesday, Sept 6th and encouraged everyone to get people to apply. Stated that there are two student openings as well and is working with Dr. Zimmerman on filling those. Stated that there are two representatives per division and with the new re-org it provided some openings.

A motion was made by Dr. Jessica Harper and seconded by Rick Motawakel, motion carried. (See attached Roll Call Sheet for voting details)

e. AP&P Non-Traditional Credit – (Attachment)

Rosa Fuller inquired about the change of Advance Placement Exams being scored at a 3 and not a 4 and how did the change happen. Darcy Wiewall stated that there was discussion at AP & P, along with the legal recommendation and was decided that as long as the faculty members, in each of the areas were okay with that, and they were, so the change was made. Clarification and discussion on what non-traditional courses were, such as military programs, law enforcement training, Fire Tech and AP exams. Stated that some students in high school take Advance classes which would be equivalent to some introductory courses at the college.

A motion was made by Susan Knapp and seconded by Dr. Jessica Harper, motion carried. (See attached Roll Call Sheet for voting details)

7. DISCUSSION ITEMS

a. Class Climate – Dr. Susan Lowry, Tina McDermott, Jessica Harper

Dr. Susan Lowry stated that the three of them are working on the revision of the Tenure Reviewing Policy in the contract. Stated that they are working on the forms and handling of the new software, called Class Climate. Stated that everyone who has a phone or laptop will be able to access and submit the evaluation online. Stated that the questions will be the same this time around. Tina McDermott encouraged everyone to try and 5-10 people to volunteer to try out the program and to let the Dean know. Discussion on where the material/data will be held, who would have access to it and to have a consent form available for faculty for their use.

b. Senator Training– Dr. Irit Gat – (Attachment)

Dr. Irit Gat stated that she pulled some information together for the Academic Senate, such as AB1725 which delineates the roles on campus. There was some discussion/clarification on what collegial consultation, shared and participatory governance means and the difference between relied primarily and mutual agreement. Relied primarily means that the Board has to accept the recommendations, unless they show in writing to the Academic Senate, compelling reasons either financially, organizationally or fiscally why the recommendations are not being validated. Mutually agree means that all parties agree and if not, then there is no change to whatever is in place.

8. INFORMATIONAL ITEMS

a. Items June 23, 2016

Dr. Irit Gat reviewed action items from the June 23, 2016 Senate Exec Meeting. Approval of Academic Ranking for Jeff Stephenson, Kathy Osburn was appointment to the DETC for a two year term and approval of four equivalencies in Economics, Ornamental Horticulture, Philosophy and Commercial Music.

b. Board Policies & Procedures – (Attachment)

- AP 2340, AP 3435, BP 2350

Dr. Irit Gat asked everyone to review before the next meeting. Stated that if there were any comments or concerns to please let her know. The documents are on the Academic Senate website. Discussion on how the faculty finds out about the policies / procedures and

specifically about the complaint process and online trainings that have been provided.

- c. Appointments
 - *Program Review – Melanie Parker
 - *Safety Committee - Joseph Esdin
 Dr. Irit Gat reviewed the appointments.

9. SENATE ADMINISTRATIVE BUSINESS

10. ANNOUNCEMENTS

Oct 7–8, 2016	2016 Academic Academy Institute	Cost Mesa
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11. ADJOURNMENT

The meeting was adjourned at 4:05 p.m. by Dr. Irit Gat.

2016-2017 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
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Academic Senate Meeting: September 1, 2016

				Item #4 Approval of the Minute	Item #6a Action - Senate Rep	Item #6b Action - FPD Co-Chair
Representative	Present	Proxy	Present	Y/N/A	Y/N/A	Y/N/A
Bowen, Jason	X			Y	Y	Y
Burrell, Carolyn	X			Y	Y	Y
Flores-Kagan, Diane	NP	Magdalena Caproiu		A	Y	Y
Fuller, Rosa	X			A	A	Y
Gat, Irit (President Doesn't Vote)	X					
Ginosian, Dezdemonia	X			Y	Y	Y
Haller, Glen	X			Y	Y	Y
Halliday, Jack	X			Y	2 Y	Y
Harper, Jessica	X			Y	Y	Y
Jaffe, Matthew	X			Y	Y	Y
Karlstein, Lisa	NP		NP	Y	Y	Y
Knapp, Susan	X			1 A	A	2Y
Leighton, Jonet	X			A	Y	Y
Mitchell, Kathryn	X			A	Y	Y
Motawakel, Rick	X			A	Y	Y
Oliveira, Kristine	X			Y	Y	A
Palmetto-Desdain, Tamira	X			A	A	Y
Rao, Harish	X			A	Y	Y
Rezek, Terry	X			Y	Y	Y
Rider, Van	X			2 Y	1Y	1Y
Shaffer, Ken	X			Y	Y	A
Snyder, Susan	NP	Rona Bynin		A	Y	Y
Sundberg, Liz	NP		NP	Y	Y	Y
Veres, Larry	X			Y	Y	Y
Violet, Christopher	X			Y	Y	Y

Y=Yes, N=No, A=Abstain, NP = Not Present, 1=Motion, 2=Second

Seat	Senator	End Term
Senate President	Dr. Irit Gat	August 2017
Vice President		August 2017
1 st Executive Officer	Van Rider	August 2017
2nd Executive Officer	Kristine Oliveira	August 2017
Career Technical Education	Jack Halliday	August 2018
Career Technical Education	Rick Motawakel	August 2017
Health & Safety Science	Dr. Glenn Haller	August 2018
Health & Safety Science	Elizabeth Sundberg	August 2018
Health & Safety Science	Susan Synder	August 2017
Rhetoric & Literacy	Harish Rao	August 2017
Rhetoric & Literacy	Kathryn Mitchell	August 2018
Rhetoric & Literacy	Diane Flores-Kagan	August 2018
Library	Carolyn Burrell	August 2018
Math/Science/Engineering	Dr. Jessica Harper	August 2018
Math/Science/Engineering	Dr. Jason Bowen	August 2018
Math/Science/Engineering	Dezdemonna Ginosian	August 2017
Arts & Humanities	Lisa Karlstein	August 2018
Arts & Humanities	Terry Rezek	August 2018
Arts & Humanities	Jonet Leighton	August 2018
Social & Behavioral Sciences	Dr. Ken Shaffer	August 2017
Social & Behavioral Sciences	Dr. Matthew Jaffe	August 2018
Student Services	Susan Knapp	August 2018
Student Services	Rosa Fuller	August 2017
Student Services	Tamira Palmetto-Desdain	August 2018
Adjunct	Larry Veres	August 2017
Adjunct	Violete Christopher	August 2018
Legislative Liaison	Glenn Haller	Standing
ASO		
23 Representatives		
7 Divisions & 1 Area (library)		

Memo

To: Dr. Irit Gat

From: Dr. Susan Lowry

cc: Members of the Academic Senate

Date: August 23, 2016

Re: Interest in the Vice-Presidency of the Senate

My dear colleagues,

There have been a number of swift changes in personnel all over campus in the past four months. I am grateful to Dr. Gat for stepping forward to replace Dr. Beyer in the position of Senate presidency, as I am grateful to all of my other colleagues who have stepped in to fill the shoes of absent folks recently. As most of you know, I did not stand in the past election for Union President, a position I held for 6 years. I felt it was time for a change in leadership, as the college has settled a bit since the financial downturn. This has given me some breathing space to take up other necessary tasks, such as filling Dr. Gat's shoes in the Vice President's job. This memo is my request that the Senate consider me for that position.

I come to the position with a wealth of institutional experience. I am no stranger to the Senate. I have attended Senate meetings for the last 6 years as the Union President, and I have worked closely with the past three Senate Presidents to achieve the mutual goals of the Senate and the Union. I have worked with the ASO successfully as well—one of the jobs of the VP is to be the liaison with the ASO. I have good working relationships with faculty and administrators all over campus, and I am pretty good at working through adversity. If you would like more details, I am happy to provide them.

Thank you for your consideration,

Susan

August 16, 2016

2016-2017 Committee Structure Suggestion

Dr. Darcy L. Wiewall

Dr. Bonnie Suderman

Co-Chairs (one-faculty & VP Academic Affairs) Dr. Darcy L. Wiewall -- faculty
Dr. Bonnie Suderman -- VP Academic Affairs

Career Technical Education Deborah Sullivan-Ford
Tim Sturm

Math/Science/Engineering Tooraj Gordi
Dr. Mark McGovern

Rhetoric & Literacy Jeffrey Ahmad
Mary Rose Toll

Social and Behavioral Sciences Ibrahim Ganley
Cynthia Lehman

Arts & Humanities Cindy Littlefield
Lisa Karlstein

Health and Safety Sciences Michael Hutchinson
Opening

Library & Instructional Resources Scott Lee

Counseling & Student Services Luis Echeverria

Articulation Officer Lee Grisham
Adjunct Faculty (new position approved 2016) Opening

3-Deans (transfer, career technical education, and student services - appointed by Administrative Council)

2-student representatives (appointed by the ASO) One voting/One Advisory—both positions OPEN



Antelope Valley College

Academic Policies and Procedures Committee

GUIDELINES FOR THE ACCEPTANCE OF NON-TRADITIONAL & TEST CREDIT

Sources of Nontraditional Credit	Credit Accepted	Percentile, Score or Minimum Grade Required	Maximum Credit Granted
1. Military Programs and Experience			
a. Community College of the Air Force	Yes	Passing Grade	No Maximum
b. DANTES Subject Standardized Tests	Yes	ACE recommendation	48 units
c. Military Service Schools-(<i>Including 4 units for Basic Training</i>) See Appendix 4	Yes	ACE recommendation	48 units
d. Military Occupation	No		
2. Law Enforcement Training			
a. California "POST" Academies (<i>see Note below</i>)	Yes	Official Document	16 units
b. California Highway Patrol	Yes	Official Document	17.5 units
c. L.A. Police Department Academy	Yes	Official Document	15 units
<i>Note: Law Enforcement training is accomplished at a variety of academies. For non-traditional credit purposes, the term "POST" validates a particular academy as legitimate. "POST" must appear on the certificate of completion and the transcript to be valid. For the AVC Administration of Justice major, credit will be granted for AJ 101 and 205. Students must take AJ 102 and 103. Remaining units may be counted toward electives in the major for the degree. Any POST certified agency with official documentation is accepted by AVC.</i>			
3. Registered Nursing - LVN Advanced Placement	Yes	See Note Below	16 units

Note: A LVN admitted to the 2nd year of the ADN program can elect to receive 16 units of credit for his/her LVN course work. This credit will be posted after successful completion of all 3rd semester nursing science courses and is the equivalent to first year nursing science courses in the ADN program.

4. Non-Regionally Accredited Institutions Conditional 48 Units
 Transfer credits from non-regionally accredited institutions or other professional/vocational institutions will be considered if:
A. The institution from which the credits were earned was authorized as a degree granting institution by the state in which it resided at the time the credits were earned **AND**
B. The institution generated a transcript of student performance that listed course titles and units of credit in either semester or quarter units **AND**
C. The course description of record/syllabus is determined to be equivalent to the course description of record of a similar course at Antelope Valley College or as a course fitting the General Education pattern of CSU Breadth or IGETC.

Sources of Nontraditional Credit (Cont'd)	Credit Accepted	Percentile, Score or Minimum Grade Required	Maximum Credit Granted
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5. Federal Aviation Administration (FAA)

- a. FAA Academy - Airway Systems Specialist (*See Dean of Technical Education*)
- b. ASE Auto Body/Automotive Certification (*See Dean of Technical Education*)
- c. Airframe and Powerplant License*
- d. SpaceTEC Aerospace Technology Certification**

Yes	FAA License	48 units
Yes	Passing Grade	24 units

*Note: Course credit for the A&P FAA License will be given for AERO 120, 121, 230, 231, 240 & 241.

**Note: Course credit for the SpaceTEC Aerospace Technology License will be given for AFAB 110, 115, 130 plus 10 elective units.

6. Cal State University English Equivalency Exam (ENGL 101-102 credit)

Yes	Passing Grade	6 units
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7. Corporate Training Programs

Yes	ACE Recommendation	48 units
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8. Foreign Colleges or Universities

Yes	Passing Grade	48 units
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Note: Evaluation must be completed by an approved foreign credentials evaluation service - the list of approved agencies is available in the Counseling Office. A syllabus must be provided for each course in order to grant appropriate credit.

9. Advanced Placement Exams of the College Entrance Examination Board (AP)
See Appendix 1 for course equivalencies

Yes	See Appendix 1	48 units
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10. College-Level Examination Program (CLEP)
See Appendix 2 for course equivalencies

Yes	See Appendix 2	48 units
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11. International Baccalaureate (IB)
See Appendix 3 for credit granted

Yes	See Appendix 3	48 units
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12. Basic Military Training
See Appendix 4 for credit granted

Yes	See Appendix 4	4 units
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List of References used for Evaluation:

American Council on Education Accredited Institutions of Postsecondary Education

American Council on Education Guide to the Evaluation of Educational Experience in the Armed Forces

American Council on Education National Guide to College Credit for Workforce Training

American Council on Education Handbook of Trade and Technical Careers and Training

State Approved Schools of Nursing - L.P.N./L.V.N.

State Approved Schools of Nursing - R.N.

APPENDIX 1

***Advanced Placement Exams (AP)**

<u>Examination</u>	<u>Score</u>	<u>Credit Granted*</u>	<u>AVC Course Equivalent</u>
Art History	3, 4, 5	3 / 3	ART 101 / 102
Art, Studio:			
2-D Design**	3, 4, 5	See Note	N/A
3-D Design**	3, 4, 5	See Note	N/A
Drawing**	3, 4, 5	See Note	N/A
Biology	3, 4, 5	4	BIOL 101/L
Chemistry	3, 4, 5	5 / 5	CHEM 110 / CHEM 120
Chinese Language and Culture #	3, 4, 5	5 / 5	CHIN 101 / 102
Computer Science:			
Computer Science A	3, 4, 5	3	CIS 111
Computer Science AB	3, 4, 5	3 / 3	CIS 111 / 113
Computer Science Principles	3, 4, 5	3 / 3	CIS 111 / 113
Economics:			
Macroeconomics	3, 4, 5	3	ECON 101
Microeconomics	3, 4, 5	3	ECON 102
English:			
English Language and Composition***	3, 4, 5	3	ENGL 101
English Literature and Composition****	3, 4, 5	3 / 3	ENGL 101/102
Environmental Science	3, 4, 5	3	BIOL 104
French			
French Language and Culture #	3, 4, 5	5 / 5	FREN 101 / 102
French Literature #	3, 4, 5	5 / 5	FREN 201 / 202
German:			
German Language and Culture #	3, 4, 5	5 / 5	GER 101 / 102
German Literature ###	3, 4, 5	4 / 4	GER 201 / 202
Government & Politics:			
Comparative Government & Politics	3, 4, 5	3	POLS 103
United States Government & Politics*****	3, 4, 5	3	POLS 101
History:			
United States*****	3, 4, 5	3 / 3	HIST 107 / 108
European History	3, 4, 5	3 / 3	HIST 101 / 102
World History	3, 4, 5	3 / 3	HIST 104 / 105
Human Geography	3, 4, 5	3	GEOG 105
Latin #	3, 4, 5	5 / 5	LATN 101 / 102

APPENDIX 1

***Advanced Placement Exams (AP)
(Cont'd)**

<u>Examination</u>	<u>Score</u>	<u>Credit Granted*</u>	<u>AVC Course Equivalent</u>
Mathematics:			
Calculus AB	3, 4, 5	5	MATH 150
Calculus BC (AB subscore may be used)	3, 4, 5	5 / 4	MATH 150 / 160
Statistics	3, 4, 5	4	MATH 115 or 116
Music Theory	3, 4, 5	3 / 3	MUS 151 / 251A
Physics:			
Physics 1	3, 4, 5	4	PHYS 101
Physics 2	3, 4, 5	4	PHYS 102
Physics C% (Mechanics)	3, 4, 5	4	PHYS 110
Physics C%% (Elect. & Mag.)	3, 4, 5	4	PHYS 120
Psychology	3, 4, 5	3	PSY 101
Spanish:			
Spanish Language #	3, 4, 5	5 / 5	SPAN 101 / 102
Spanish Literature ##	3, 4, 5	5 / 5	SPAN 201 / 202

*AP exams can be used to satisfy AVC General Education requirements. AP exams can be used to satisfy CSU General Education Certification and IGETC requirements except "Critical Thinking." Consult the CSU Systemwide Credit for External Examinations document for specific CSU GE credit granting of Breadth categories or the IGETC Standards document for specific credit granting of IGETC categories.

**No more than 3 total elective units may be granted for any/or all Studio Art courses combined.

*****AVC:** Three (3) units of ENGL 101 credit will be granted for a score of 3, 4 or 5.

CSU: Can be used to certify GE Breadth Area A-2: 3 units Area A-2, 3 units for elective credit for a total of 6 units

IGETC: Can be used to certify Area 1A for a total of 3 units.

******AVC:** Three (3) units of elective credit will be granted for a score of 3. Three (3) units of ENGL 101 credit and three (3) units of ENGL 102 credit will be granted for a score of 3, 4 or 5.

CSU: Can be used to certify GE Breadth Areas A-2 & C-2 for a total of 6 units.

IGETC: Can be used to certify Area 1A or 3B for a total of 3 units.

*******CSU:** Can be used to certify GE Breadth Areas D & US-2 (AI) for a total of 3 units.

IGETC: Can be used to certify Areas 4H & US-2 (AI) for a total of 3 units.

*******CSU:** Can be used to certify GE Breadth Areas D & US-1 (AI) for a total of 3 units.

IGETC: Can be used to certify Areas 4F & US-1 (AI) for a total of 3 units.

#**CSU:** Can be used to certify GE Breadth Area C-2 (3 units) and receive elective credit (3 units) for a total of 6 units

IGETC: Can be used to certify Area 3B and 6A

##**CSU:** Can be used to certify GE Breadth Area C-2 for a total of 6 units

IGETC: Can be used to certify Area 3B and 6A

###**CSU:** Not listed on the "Systemwide Credit for External Examinations" document

IGETC: Not listed on "Use of AP Examinations for IGETC Certification"

%**AVC:** Four (4) units of elective credit will be granted for a score of 3. Four (4) units of PHYS 110 credit will be granted for a score of 4 or 5.

%%**AVC:** Four (4) units of elective credit will be granted for a score of 3. Four (4) units of PHYS 120 credit will be granted for a score of 4 or 5.

APPENDIX 2

****College Level Examination Program (CLEP)**

<u>SUBJECT EXAMINATIONS</u>	<u>MINIMUM SCORE FOR CREDIT</u>	<u>CREDITS AWARDED (SEMESTER)</u>	<u>AVC/CSU Course/GE Equivalency**</u>
Accounting, Introductory	50	4	ACCT 201
American Government	50	3	POLS 101 - CSU/D
Business Law, Introductory	50	3	BUS 201
Calculus	50	5	MATH 150 - CSU/B4
Chemistry	50	5 / 5	CHE110/120-CSU/B1/3
College Algebra	50	3	MATH 128 - CSU/B4
College French, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	FREN 101/102-CSU/C2
Level 2, Fourth Semester	62	5 / 5	FREN 201/202-CSU/C2
College German, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	GER 101/102-CSU/C2
Level 2, Fourth Semester	63	4 / 4	GER 201/202-CSU/C2
College Spanish, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	SPAN 101/102-CSU/C2
Level 2, Fourth Semester	66	5 / 5	SPAN 201/202-CSU/C2
College Composition Modular (<i>Not applicable for CSU GE Breadth</i>)	50	3	ENGL 101
Information Systems & Computer Applications	50	3	CIS 141
General Biology	50	4	BIOL 101/L-CSU/B2
History of the United States I: To 1877	50	3	HIST 107-CSU/D/AI
History of the United States II: 1865 to Present	50	3	HIST 108-CSU/D/AI
Human Growth Development	50	3	PSY 235 - CSU/E
Macroeconomics, Principles of	50	3	ECON 101 - CSU/D
Microeconomics, Principles of	50	3	ECON 102 - CSU/D
Management, Principles of	50	3	MGT 101
Marketing, Introductory	50	3	MKTG 101

APPENDIX 2

****College Level Examination Program (CLEP)
(Cont'd)**

<u>SUBJECT EXAMINATIONS</u>	<u>MINIMUM SCORE FOR CREDIT</u>	<u>CREDITS AWARDED (SEMESTER)</u>	<u>AVC/CSU COURSE/GE Equivalency</u>
Psychology, Introductory	50	3	PSY 101 - CSU/D
Sociology, Introductory	50	3	SOC 101 - CSU/D
Western Civilization I:	50	3	HIST 101 - CSU/D
Western Civilization II:	50	3	HIST 102 - CSU/D

<u>GENERAL EXAMINATIONS</u>	<u>MINIMUM SCORE FOR CREDIT</u>	<u>CREDITS AWARDED (SEMESTER)</u>	<u>AVC/CSU GE Equivalency</u>
Mathematics	50	6	AVC/D2
Natural Sciences	50	6	AVC/A - CSU/B1 or B2
Biological	50	4	AV ELECTIVE-CSU/B2
Humanities	50	6	AVC/C - CSU/C2
Analyzing and Interpreting Literature	50	6	AVC/C - CSU/C2
Social Sciences & History	50	6	AVC/B

**The UC does not grant credit for any CLEP exams. CLEP exams may NOT be used to satisfy the IGETC. CLEP may be used for approved CSU G.E. areas. Refer to the CSU Systemwide External Examinations reference sheet in the online Counselors' Procedures Manual. The application of CLEP credit to major requirements can vary from campus to campus. Check the appropriate catalog.

APPENDIX 3

INTERNATIONAL BACCALAUREATE (IB)

<u>IB EXAMINATIONS (Higher Level only)</u>	<u>MINIMUM SCORE FOR CREDIT</u>	<u>CREDITS AWARDED (SEMESTER)</u>	<u>AVC/CSU GE Equivalency</u>
Biology (HL)	5	3	AVC/A - CSU/B2
Chemistry (HL)	5	3	AVC/A - CSU/B1
Economics (HL)	5	3	AVC/B - CSU/D
Geography (HL)	5	3	AVC/B - CSU/D
History <i>Any Region</i> (HL)	5	3	AVC/B - CSU/D or C2
Language A1 (HL) <i>Other than English</i>	5	3	AVC/C - CSU/C2
Language A2 (HL) <i>Other than English</i>	5	3	AVC/C - CSU/C2
Mathematics (HL)	5	3	AVC/D2 - CSU/B4
Physics (HL)	5	3	AVC/A - CSU/B1
Psychology (HL)	5	3	AVC/B - CSU/D
Theatre (HL)	5	3	AVC/C - CSU/C1

*IB exams can be used to satisfy AVC General Education requirements. IB exams can be used to satisfy CSU General Education Certification except "Critical Thinking." Credit granting practices at UC campuses and other institutions may vary. Consult the appropriate catalog for clarification.

APPENDIX 4

CREDIT FOR BASIC MILITARY TRAINING

Army (4 units)

- 1 semester hour in personal physical conditioning
- 1 semester hour in outdoor skills practicum
- 1 semester hour in marksmanship, and
- 1 semester hour in first aid

Navy (4 units)

- 1 semester hour in personal fitness/conditioning
- 1 semester hour in personal/community health, and
- 2 semester hours in first aid and safety

Marine Corps (4 units)

- 1 semester hour in physical fitness and conditioning
- 2 semester hours in marksmanship, and
- 1 semester hour in orienteering/outdoor skills

Coast Guard (4 units)

- 1 semester hour in personal fitness/conditioning
- 1 semester hour in beginning swimming
- 1 semester hour in boating/seamanship, and
- 1 semester hour in personal health and first aid

Air Force (4 units)

- 1 semester hour in physical fitness and conditioning
- 2 semester hours in marksmanship, and
- 1 semester hour in orienteering/outdoor skills

Updated and Revised by L. Grishman 06/15/2016

Senator Information and Responsibilities – 2016/2017

AB 1725 – Amended in 1988 (governance section was one part)

Ed Code 70902 (B)(7): *The Governing Board shall...ensure...the right of academic senates to assume primary responsibility for making recommendations in the areas of **curriculum and academic standards***”.

Participatory governance/shared governance:

“...not a simple process to implement – **goodwill, thoughtful** people, a willingness to take risk and the ability to admit problems exist – can go far toward establishing a positive environment...

The central objective should be creation of a climate where energy is devoted to solving crucial educational task and not to turf battles over governance”

- CCCT (Community College League of California) Policy Paper, December 1989

Title 5 section 532000 (d):

“...the district governing board shall develop policies on academic and professional matters through either or both of

1. **Rely primarily** upon the advice & judgment of the Academic Senate
2. Reach **mutual agreement** with the Academic Senate by written resolution, regulation, or policy

Pop quiz: what is the difference ?

AVC - AP 2510 (10 + 1):

Rely Primarily:

1. Curriculum, including establishing prerequisites
2. Degree and certificate requirements
3. Grading policies
4. Education program development
5. Standards and policies regarding student preparation and success
- 8 Policies for faculty professional development activities

Mutual Agreement:

6. District and college governance
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports

9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon.

RESPONSIBILITIES AS SENATOR:

1. Attend meetings or send proxy
2. COMMUNICATE info to your divisions AND get their input on action items
3. Prepare - READ agenda packet **BEFORE** meetings (minutes, etc) –

Senate Faculty Handbook:

Faculty Rights and Professionalism - Code of Ethics (page 35)

Part 1: C. “When it is necessary and appropriate to publicly challenge the beliefs or actions of a person, we strive to do so with sensitivity. We make every attempt to preserve the dignity of that person. We accept the challenge of attempting at all times to build people up rather than tear them down. This applies to our classroom treatment of students and to our public treatment of colleagues. “

D. “..... We also recognize the need to demonstrate respect for fellow faculty as well as staff and administrators when making public comments about our colleagues and fellow college employees. “

AP 2340 Agendas

Reference:

Education Code Section 72121

The agenda for Board meetings is compiled by the Superintendent/President. Included in the agenda are: business, educational, operational and professional matters requiring board approval, policy issues, and informational items. ~~The agenda is developed the week prior to Board meetings and distributed to trustees the Thursday before a regularly scheduled meeting. The docket portion of the agenda, listing each of the respective agenda items, is distributed to the news media and staff, and posted in the public area of the District Office the Thursday before a regularly scheduled meeting.~~

The agenda is developed by the Friday before the first Monday of each month. It is distributed to the Board members for their review and preparation, on the first Monday of the month. It is made public to the news media, staff, general public by posting on the website of the college and in the public area outside the Board Meeting Room the Thursday (72 hours) before a regularly scheduled meeting.

7/5/05

Revised: 10/10/16

AP 3435 Discrimination and Harassment Complaints and Investigations

Reference:

Education Code Section 212.5, 66281.5, and 67386;

~~*Government;*~~ *Government Code 12950.1*

Title 5, Sections 59320, 59324, 59326, 59328, and 59300 et seq.;

34 C.F.R. Section 106.8(b)

Title 2 Section 11024

ANTELOPE VALLEY COLLEGE COMPLAINT PROCEDURE FOR ALLEGATION OF DISCRIMINATION* OR SEXUAL HARASSMENT

~~**Based on Age, Disability, Race, Religion, Sex*~~

Complaints

Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the State Chancellor's office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he or she does not want to file a formal complaint.

Informal Complaints

Any person may submit an informal complaint to the Vice President of Human Resources~~[designate position]~~ or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Vice President of Human Resources~~[designate position]~~ in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Vice President of Human Resources or designee ~~[designate position]~~ will notify the person bringing the informal complaint of his or her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Vice President of Human Resources or designee~~[designate position]~~ shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Vice President of Human Resources or designee~~[designate position]~~ determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Vice President of Human Resources or designee~~[designate position]~~ will explain to any individual bringing an informal complaint that the Vice President of Human Resources or designee~~[designate position]~~ may decide to initiate an investigation, even if the individual does not wish the Vice President of Human Resources or designee ~~[designate position]~~ to do so. The Vice President of Human Resources or designee ~~[designate position]~~ shall not disregard any allegations of harassment,

discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

Formal Complaints

Formal Complaints must be filed with the State Chancellor or the Vice President of Human Resources or designee ~~[designate position]~~ unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible ~~district~~ officer, in which case it should be submitted directly to the Superintendent/President ~~[CEO]~~ or the State Chancellor.

Formal Complaints should be submitted on the form prescribed by the State Chancellor. A copy of the form will be available at the Human Resources Office and on the college's/district's website. ~~[specify location, such as each college student services office, the office of College President, the District human resources department and on college's/district's web sites].~~

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the Formal Complaint;
- The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Vice President of Human Resources or designee [~~designate position~~] will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Vice President of Human Resources or designee [~~designate position~~] will handle the matter as an informal complaint.

Statement

~~Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.~~

~~An employee, student, or other individual who perceives, or has actually experienced conduct that may constitute discrimination or sexual harassment should, if possible, inform the individual engaging in such conduct that the behavior being demonstrated is offensive and must stop.~~

~~The complaint shall be filed by one who alleges that he/she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his/her official capacity.~~

~~The complaint shall be filed within one (1) year of the date of the alleged unlawful discrimination or within one (1) year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.~~

Informal

~~When it is not possible or practical to confront the person directly or if the situation continues, the aggrieved must inform the District's Equal Employment Opportunity Coordinator or designee. The Equal Employment Opportunity Coordinator or designee will hear the complaint, make appropriate notes, and proceed to final resolution informally, and if not possible, proceed to the formal steps in the process by using the established formal complaint procedure. The informal process shall not exceed thirty (30) days from receipt of the complaint.~~

Defective Complaint

~~When a district receives a complaint which it finds does not meet the requirements pursuant to Title 5, the district shall immediately notify the complainant that the complaint does not meet the requirements and shall specify in what requirement the complaint is defective.~~

~~If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the District's EEOC or the State Chancellor's Office website.~~

Oversight of Complaint Procedure:

The Vice President of Human Resources is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the Vice President of Human Resources to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Vice President of Human Resources is named in the complaint or implicated by the allegations in the complaint or if it is deemed more appropriate to have an outside investigator involved.

Who May File a Complaint:

Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing

Where to File a Complaint:

~~A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.~~

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the Human Resources Office and at the State Chancellor's website.

The completed form must be filed with any of the following:

- ~~T~~he Vice President of Human Resources or designee;
- ~~T~~he State Chancellor's Office.

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC ~~and~~/or the DFEH should be forwarded to the State Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the Vice President of Human Resources immediately.

Filing a Timely Complaint:

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

Communicating that the Conduct is Unwelcome:

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste ~~and~~/or inappropriate.

Intake and Processing of the Complaint:

Upon receiving notification of a harassment or discrimination complaint, the Vice President of Human Resources or designee shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, ~~and/or~~ training, etc.
- Advise the complainant that he/she need not participate in an informal resolution of the complaint, as described above, and has the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence.
- Advise a student complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. The Vice President of Human Resources or designee shall also notify the State Chancellor's Office of the complaint.
- ±• Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Vice President of Human Resources should notify the complainant of his or her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

Investigation

The Vice President of Human Resources shall:

- Authorize the investigation of the complaint, and supervise ~~and/or~~ conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where complainants opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint:

The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location.

As set forth above, where the complainant opts for an informal resolution, the Vice President of Human Resources or designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

Investigation Steps:

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps:

- Interviewing the complainant(s);
- Interviewing the accused individual(s);
- Identifying and interviewing witnesses and evidence identified by each party;
- Identifying and interviewing any other witnesses;
- If needed; reminding all individuals interviewed of the District's no-retaliation policy;
- Considering whether any involved person should be removed from the campus pending completion of the investigation;
- Reviewing personnel/academic files of all involved parties; as warranted.
- Reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion.
- When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

Timeline for Completion:

The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

Cooperation Encouraged:

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

Written Report:

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

Formal

1. District Investigation

~~Upon receiving a properly filed complaint, the District will commence an impartial fact finding investigation of that complaint and notify the complainant and Chancellor that it is doing so. The results of the investigation shall be set forth in a written report which shall include at least all of the following:~~

- ~~a. a description of the circumstances giving rise to the complaint;~~
- ~~b. a summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant in the complaint;~~
- ~~c. an analysis of any relevant data or other evidence collected during the course of the investigation;~~
- ~~d. a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint;~~
- ~~e. any other information deemed appropriate by the district.~~

Defective Complaint

~~When a district receives a complaint which it finds does not meet the requirements pursuant to Title 5, the district shall immediately notify the complainant that the complaint does not meet the requirements and shall specify in what requirement the complaint is defective.~~

~~Investigation of the Complaint: The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location.~~

~~As set forth above, where the complainant opts for an informal resolution, the [designated officer] may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.~~

~~Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.~~

~~Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.~~

Administrative Determination

- In any case not involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all of the following to both the complainant and the Chancellor:
 - The determination as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
 - A description of actions taken, if any, to prevent similar problems from occurring in the future;
 - The proposed resolution of the complaint; and
 - The complainant's right to appeal to the district governing board and the Chancellor.

- In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:
 - The determination as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
 - A description of actions taken, if any, to prevent similar problems from occurring in the future;
 - The proposed resolution of the complaint; and
 - The complainant's right to appeal to the District governing board and to file a complaint with Department of Fair Employment and Housing or the U.S Equal Employment Opportunity Commission.

2. Administrative Determination

~~Within ninety (90) days of receiving a complaint, the district shall complete its investigation and forward all of the following to the complainant, the accused, and the Chancellor's office:~~

- a. ~~a copy or summary of the investigative report;~~
- b. ~~a written notice setting forth:~~
 - 1. ~~determination of the Affirmative Action Officer as to whether discrimination did or did not occur with respect to each allegation in the complaint;~~
 - 2. ~~a description of actions taken, if any, to prevent similar problems from occurring in the future;~~
 - 3. ~~the proposed resolution of the complaint;~~
 - 4. ~~the complainant's right to appeal to the district governing board, and if the complaint does not involve employment discrimination the State Chancellor. If the complaint involves employment discrimination, the report shall include the right to file an administrative complaint with the Department of Fair Employment and Housing. If the complaint involves allegations of employment discrimination, the complainant will be notified of his or her right to file a complaint with the California Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission. The results of the investigation and the determination as to whether harassment or other discriminatory conduct occurred shall also be reported to the accused, and the appropriate academic or administrative official(s).~~

Discipline and Corrective Action

If harassment, discrimination ~~and/or~~ retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- ~~P~~roviding an escort to ensure that the complainant can move safely between classes and activities;
- ~~E~~nsuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;

- ~~P~~reventing offending third parties from entering campus;
- ~~P~~roviding counseling services ~~or a referral to counseling services~~;
- ~~P~~roviding medical services ~~or a referral to medical services~~;
- ~~P~~roviding academic support services, such as tutoring;
- ~~A~~rranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- ~~R~~eviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

If ~~the District imposes~~ discipline ~~is imposed~~, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, ~~and/or~~ discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint ~~and/or~~ assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

~~3. District Final Decision; Appeals and District Final Decision~~

~~If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.~~

If the complainant is not satisfied with the results of the administrative determination, the complainant may, within fifteen (15) days, submit a written appeal to the district governing board. The governing board shall review the original complaint, the investigative report, the administrative determination, and the appeal and issue a final district decision in the matter within forty-five (45) days after receiving the appeal. A copy of the final district decision rendered by the governing board

shall be forwarded to the complainant and to the Chancellor. The complainant shall also be notified of his/her right to appeal this decision.

If the governing board does not act within forty-five (45) days, the administrative determination shall be deemed approved and shall become the final district decision in the matter.

In any case not involving employment discrimination, **harassment, or retaliation**, the complainant shall **have the right to file a** written appeal with the Chancellor within thirty (30) days after the governing board issues the final district decision or permits the administrative determination to become final. Such appeals shall be processed pursuant to the provision of Title 5 **Section 59350**.

In any case involving an allegation of discrimination on the basis of race, color, national origin, sex, disability or age, in the provision of programs and services provided by the college, a complainant may also file a complaint with U.S. Department of Education. ~~Such complaints are timely filed if they are filed within 180 days of the alleged discriminatory act or within 60 days of the final determination made in a discrimination complaint filed with the college under its internal procedures.~~

Complaints may also be filed with the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing (addresses listed below)

Equal Employment Opportunity Commission
Roybal Federal Building
255 E. Temple Street, 4th Floor
Los Angeles, CA 90012
<http://www.eeoc.gov>

Office for Civil Rights (OCR)
United States Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105
<http://www.ed.gov/offices/OCR>

Department of Fair Employment and Housing (DFEH)
611 West Sixth Street, Suite 1500
Los Angeles, CA 90017
<http://www.dfeh.ca.gov/default.asp>

~~In addition, in such cases, the complainant may file a petition for review with the Chancellor within thirty (30) days after the governing board issues the final district decision or permits the administrative determination to become final. The Chancellor shall have discretion to accept or reject any such petition for review in employment discrimination cases. If the Chancellor agrees to accept the case, he/she may:~~

~~a. attempt to informally resolve the matter;~~

~~b. where applicable, treat the complaint as an allegation that the district has violated the provisions of Title 5 of the California Code of Regulations;~~

~~c. take any other action deemed appropriate by the Chancellor.~~

Extension of time Forward to Chancellor

Within 150 days of receiving a complaint, the district will forward the following to the Chancellor:

- ~~T~~he original complaint;
- ~~T~~he report describing the nature and extent of the investigation conducted by the district;
- ~~A~~a copy of the notice sent to the complainant (pursuant to Government Code 59336);

- A copy of the final district decision rendered by the governing board or a statement indicating the date on which the administrative decision became final
- A copy of the notice to the complainant (pursuant to Government Code 59338);
- Such other information as the Chancellor may require.

Extensions: Failure to Comply

If a District, for reasons beyond its control, is unable to comply with the 150-day deadline specified for submission of materials to the Chancellor, the District may file a written request that the Chancellor grant an extension of the deadline. The request shall be submitted no later than ten (10) days prior to the expiration of the deadline established and shall set the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension shall be sent to the complainant who may file written objections with the Chancellor within five (5) days of receipt.

The Chancellor may grant the request unless delay would be prejudicial to the complainant.

If a District fails to comply with the requirements by the required deadline, including any extension granted, the Chancellor may proceed to review the case based on the original complaint and any other relevant information then available.

File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

- The original complaint;
- The investigatory report;
- The summary of the report if one is prepared;
- The notice provided to the complainant, of the District's administrative determination and his or her right to appeal;
- Any appeal; and
- The District's final decision.

The District will make such documents available to the State Chancellor upon request

OPTIONAL LANGUAGE

Where the complaint allegation consists of Sexual Misconduct, as defined by Title IX, the following applies:

Sexual Misconduct:

Sexual misconduct includes sexual harassment and sexual violence.

- Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting.
- Sexual violence refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
- Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity.

Sexual misconduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the District's program. A single or isolated incident may create a hostile environment if the incident is sufficiently severe.

Complaint Procedure:-Involving a Minor

Where the complaint involves a minor, the District will comply with California mandated reporting requirements.

All responsible employees are required to report all actual or suspected sexual misconduct to the Title IX Coordinator immediately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty of reporting incidents of sexual misconduct to the Title IX Coordinator or Vice President of Human Resources or designee, or whom a student or employee could reasonable believe has this authority or duty. The District is on notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual misconduct.

Any person may make a complaint by contacting the Title IX Coordinator directly. The District's Title IX Coordinator is the Vice President of Human Resources. The Title IX Coordinator will receive all relevant details about the alleged sexual misconduct reported to the District responsible employee in order to determine what occurred and how to resolve the situation. This includes the names of alleged victim and alleged perpetrator (if known), and the date, time, and location of the alleged sexual misconduct.

Privileged or Confidential Reporting:

A responsible District employee should, whenever possible, before a student or employee reveals information that he or she may wish to keep confidential, ensure that the person making the report understands the employees obligations to report to the Title IX Coordinator, the victims option to request confidentiality, which the District will take into consideration, and the victims ability to share the information confidentially with designated District employees.

Authority over Parties:

The District has authority over students, employees, and third parties for alleged violations of this policy that occur on District property. The District has authority over District employees and students for alleged violations of this policy that occur at District activities or events. The District may exercise authority over events that occur off-campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

Standard of Proof:

The District will use a "preponderance of the evidence" standard of proof in determining whether there has been a violation of this policy. This standard of proof is also known as "more likely than not" standard.

Upon Receiving the Complaint – Health and Safety:

The Title IX Coordinator or designee, will make an immediate assessment concerning the health and safety of the victim and campus community as a whole. The District will provide the victim with immediate, interim measures necessary to protect his or her health and safety.

Where the District determines that there is a substantial threat to the campus community, it will issue a timely warning. The District will issue the warning according to District Administrative

Procedures. The District will not to disclose the victim's name or other identifying information when issuing the warning.

Communicating that the Conduct is Unwelcome:

The employee or student may, but is not required to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate. This is not required.

Intake and Processing of the Complaint:

The Title IX Coordinator will not use mediation or any similar process to informally resolve a sexual misconduct complaint.

Confidentiality:

Where the victim requests confidentiality or that the District not conduct an investigation, the District will take all reasonable steps to investigate while honoring the request. Where the victim insists that the District not disclose his or her name or other identifiable information to the alleged perpetrator, the District will inform the victim that its ability to respond will be limited. The District will evaluate this request in the context of its responsibility to provide a safe and nondiscriminatory environment for all employees and students. When weighing a request for confidentiality against the seriousness of the alleged harassment, the Title IX Coordinator will take the factors listed above into consideration.

Fact-Finding Investigation:

Where the victim has filed a criminal complaint with local law enforcement, the District will consider what information the District is able to share, pursuant to state and federal law, to ensure that victims are not unnecessarily required to give multiple statements about a traumatic event. The District will continue to conduct its own thorough, reliable, prompt, and impartial investigation. The District will normally complete its sexual misconduct investigation within 60 business days of receiving the complaint, unless extended by the Title IX Coordinator for good cause. The Title IX Coordinator will notify the victim and accused in writing of the reason for the extension and the projected new timeline.

The victim and accused will have equal opportunity to present relevant witnesses and other evidence to the District investigator. The District will provide the same opportunities to the victim and accused.

The results of the fact-finding investigation will be set out in a formal investigative report which will include the requirements listed above and a credibility determination of the victim, accused, and witnesses.

Reporting to State Chancellor's Office:

The District considers all sexual misconduct complaints to be formal complaints. The Vice President or designee must notify the State Chancellor's Office of any sexual misconduct complaints. Upon completing the investigation, the District shall forward to the Chancellor's Office a copy of the investigative report and administrative determination and to the complainant a copy or summary of the investigative report and administrative determination.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

Initial Hire

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Supervisory Employee Training

By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Supervisor's harassment training must also address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior, and a review of "abusive conduct."

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. The District will retain these records for at least two years.

Staff Training

Training of all staff will be conducted. This includes counselors, faculty, health personnel, law enforcement officers, coaches, and all staff who regularly interact with students. Training for academic staff should emphasize environmental harassment in the classroom. The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update ~~and~~/or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

4/14/08

Revised: 10/12/09

Revised: 3/10/14

Revised: May, 2016

BP 2350 Speakers

Reference:

Government Code Sections 54950, et seq.;

Education Code Section 72121.5

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Persons wishing to speak to matters both on the agenda and not on the agenda shall do so at the time designated at the meeting for public comment.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- Each speaker shall complete a written request to address the Board, which shall be presented to the Board President ~~no later than the point in the meeting when the matter about which they wish to speak comes before the Board on its agenda.~~ **at the beginning of Open Session.**
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.
- Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Adopted: 7/5/05

Revised: 11/23/09

Revised: 10/10/16