

Antelope Valley College  
Academic Senate

Annual Accomplishments  
2008-2009

The 2008-2009 academic school year began for the Academic Senate on July 1, 2008. The summer months were spent preparing for the upcoming academic year. The Senate Executive along with the Senate leadership held retreats to acquaint themselves on the work of the Senate and major issues that needed to be addressed. In the previous years, major work went into updating major policies and procedures that affect academic and professional matters, such as the establishment of the Equivalency Procedure, development of the Program Discontinue Procedure, and major revision to the Faculty Hiring Procedure, to name a few. This past year, the focus was in implementing and monitoring these new and revised policies and procedures, such as the new budgeting process developed through Strategic Planning and Budget Council. This year as in the last three years, the Mutual Agreement Council (MAC) has worked collegially at identifying mutual agreement items, which has resulted in a major revision of the Program Review Procedure for Academic Affairs, Student Services and now a newly established procedure for non-instructional areas. MAC has also developed and implemented the Accreditation Faculty Coordinator Position. This position is critical to the continue success of the college in keeping an eye on accreditation and maintaining a strong relationship with the Accrediting Commission. The Senate during these past four years has been able to reestablish a consultation process with Cabinet level administrators that have contributed to a relationship of mutual respect and trust. The AVCFT has also been receptive and worked with the Academic Senate on items of mutual concern such as the revision to the Tenure and Evaluation Procedure, the negotiation for reassign time to do the work of the Senate, and resolving mutual issues.

Summary:

1. Updated and Disseminated the Faculty Handbook
2. Updated and Disseminated the Academic Senate Operating Procedures Handbook
3. Revised Program Review for Academic Affairs and Student Students that is streamlined that is data driven, which includes annual reports
4. Established and implemented Program Review for non-instructional areas
5. Senate Executive and Leadership Retreats on October 3, 2008 and February 5, 2009
6. Academic Polices and Procedures Committee developed and finalized the first AVC Disciplines List

7. In consultation with Mutual Agreement Council developed and Senate approved the Enrollment Management faculty co-chair position.
8. Developed Equivalency Status chart by disciplines, posted on the Senate public website
9. Revised and approved the Full-time faculty academic ranking, implemented for spring 2009
10. Christos Valiotis selected for AVC's Hayward Award Nominee
11. Christos Valiotis selected for Statewide Academic Senate Area C Hayward Award Recipient (fifth for AVC)
12. Elliot Styler selected for 2009-2010 AVC Outstanding Adjunct Award
13. Carolyn Burnell selected for 2009-2010 AVC Scholar in Residence Award
14. Extensive review of the Prerequisite Challenge Procedure
15. Revised the Administrative Retreat Rights Procedure
16. Patricia Marquez attended Fall and Spring Area C Statewide Academic Senate meeting
17. Patricia Marquez and Deborah Charlie attend Statewide Academic Senate Fall Plenary Session
18. Christos Valiotis (Senate President elect) attended Spring Area C Statewide Academic Senate meeting and Statewide Academic Senate Spring Plenary Session
19. John Vento selected for AVC's Diversity Award Nominee
20. Christos Valiotis and Maria Clinton will attend June Statewide Senate Leadership Institute
21. Maria Clinton will attend July Statewide Senate Curriculum Institute
22. Academic Senate Executive 2009-2010: Christos Valiotis, Academic Senate President; -----First-Vice President; Jack Halliday, Second-Vice President; Dr. Susan Lowry, Officer-At-Large
23. Two Resolutions passed: ITS Services and Vote of No Confidence Steve Fox

## DISTANCE EDUCATION COMMITTEE

In the past academic year, the Distance Education Committee accomplishments include:

- Conducted a DEC membership reorganization to enhance campus representation for distance learning requirements. New membership roles will become effective in the Fall 2009 semester.
- Initiated an application to iTunes University to support distance learning.
- Developed and implemented an online course information page to establish consistency of information available to students with regard to online and hybrid courses. The page is available at <http://www.avc.edu/academics/courseinfo.php>.
- Conducted a course management system platform evaluation in order to develop a recommendation for future online learning at AVC. Final recommendation to be completed by the end of the Spring 2009 semester.
- Provided recommendations regarding the restructuring of the DEC based on the Strata Information report. (Note: recommendations were rejected by the Academic Senate.)
- Provided status reports to the Academic Senate.

Ongoing efforts to ensure a quality distance education program at Antelope Valley College include the following committee work groups:

- Podcasting Workgroup
  - Charged with identifying issues and solutions related to podcasting for online courses. The podcasts are available at <http://podcasts.avc.edu/>.
- Orientation Workgroup
  - Charged with developing an orientation class that will introduce students to online learning.
- Accessibility Workgroup
  - Charged with developing recommendations on issues related to accessibility in online courses.
- Platform Evaluation Workgroup
  - Charged with evaluating the current course management system and identifying future hosting options.

## **2008-09 Program Review Summary of Accomplishments**

**Six peer review teams finished their work, thereby completing program review for all programs that started self-studies in fall 2007.**

**Five programs completed self-studies in spring 2009 and are in peer review.**

CalWORKs

Disabled Student Services

GED (General Educational Development)

Information Technology Services

Veterans Affairs

**Four programs are working on self-studies.**

Business Services

Foundation and Institutional Advancement

President's Office

Student Development - includes: ASO, Health Services, SOAR, Student Activities

**New program review procedures were approved April 16.**

The new procedures reflect current ACCJC standards.

The new procedures call for a four-year review cycle with annual updates.

Self-study and annual reports are due October 31.

**Seven programs have been trained to conduct self-studies using the new procedures.**

Business, Computer Studies and Economic Development

EOPS (Extended Opportunity Programs and Services)

Health Sciences / Child and Family Education / Child Development Center

Human Resources

Social and Behavioral Sciences

STAR (Student Transition and Retention)

Technical Education

**ANTELOPE VALLEY COLLEGE  
THE HONORS TRANSFER ALLIANCE PROGRAM  
2008-2009 YEAR END REPORT  
BY  
KAREN LUBICK, HONORS PROGRAM COORDINATOR  
May 28, 2009**

## Overview

**At the onset of the Fall 2008 semester, 68 students were removed from the honors program for graduating, transferring, not enrolling, or dropped g.p.a. From summer (as of 6/1/08) to today, (5/28/09) 152 students have been added to the program, totalling 260 students.**

In Fall, 2008, seven courses were offered: Art101H (Agahari); English 101H (Ahmad); English 103H (Lubick); Engl 235H (Covell); History 111H (Lehman); Mathematics 130H (Anderson, D.); Psych 101H (Aviles). In Spring, 2009, seven courses were also offered: Biology 101H (Feickert); English 102H (Ahmad); English 226H (Koritsoglou); History 107H (Shafer); Poli Sci 101H (Vento); ThArts 101H (Leighton); Math 150H (D. Anderson). The 2009-10 schedule will include ten honors sections of courses for Fall and nine honors courses for Spring. 34 students completed honors option by contract for F08, 6 completed options for Int09, and 37 students have submitted honors option contracts for S09.

29 students completed TAP certification overall; 28 applied for admission to UCLA; 8 applied for admission to UCI. Several are choosing to attend UCSD and UCB (besides the two TAP universities) and various state universities like CSUB and SDSU.

## Committee Activities/Highlights

The honors committee met on Sept. 29, Oct., 27, Nov. 24, Feb. 23 and April 27, 2009. We reviewed and approved course proposals for English 102H by Jeffrie Ahmad, English 226H from Angela Koritsoglou, History 107H from Ken Shafer, English 222H from John Toth, English 103H from Kathryn Mitchell, and Music 101H from Lynn Ennis. Observations were made in Shafer's History 107H and Koritsoglou's English 226H courses, being the first time they have taught honors sections. Agahari and Aviles need to be observed in the fall.

The honors option contract form was reworked to inform instructors as to the need to follow the approval process and to provide honors standards for projects. We added a course proposal template to the back side of the form to start the process of having a more detailed overview of the option process. We plan to start a formal approval process of the honors option contracts in F09.

AVC was represented at both UCLA TAP Council meetings; Susan Knapp attended on Nov. 21, 2008 and Karen Lubick attended on April 24, 2009. Important information was disseminated about changes to UCLA policy, especially the reduction of admittees to impacted majors. The committee met and agreed to retain a six course honors curriculum (UCLA has reduced it to 15 units), but to allow three honors' options. We also met and agreed to add a mathematics eligibility requirement of assessing into Math 102, or scoring 550 or higher on the math portion of the S.A.T, or satisfactorily completing equivalent high school coursework in intermediate algebra and precalculus.

The Dean's List and President's List for F08 was received from Counseling extremely late. Ms. Lubick will work with new counseling and admissions staff to facilitate a faster process. Letters were sent to students and lists were made available.

The honors program broadened its outreach efforts to the high school this year. On October 15, Ms. Lubick presented at Quartz Hill High School during Parent's Night. Ms. Knapp also presented at one of the local high schools. On May 15, 2009, Ms. Lubick presented with Rosa Fuller to three IB classes at Highland High School. We also held an AVC Honors orientation in October for all new, returning and interested students with speakers from counseling and academic disciplines.

Alpha Iota reports were given throughout the year by Elizabeth Soos. We were able to take large numbers of students to the Fall Regional and Spring Conventions hosted by Alpha Gamma Sigma. Our involvement in the state organization grew as Ms. Lubick served as State Advisory Board President and offered to help College of the Canyons with registration for a future Fall Regional convention. Two students, Jun Ueno and Brittany Nesbitt won state scholarship awards, and Ms. Lubick won an outstanding advisor award. Alpha Iota received a \$3000.00 grant from Associated Student Organization to assist in fundraising efforts to attend the state convention. Alpha Iota hosted the first Honors Ball on November 1, 2009, raising an additional \$1500.00 for scholarship awards; winners were announced at the annual honors convocation held on May 22, 2009.

Next year the honors committee will continue to review honors course proposals and honors option by contract proposals, develop a stronger curriculum for Science and Business majors, and hold more information sessions for students throughout the year. We will be updating our TAP application and web-pages (I.T. is moving our website), we will continue to discuss the use of the honors library room and computer, and we will begin the process of making a new honors tri-fold brochure. We will also be compiling statistics and other data for the program.

## **SLO Committee Year End Report 2008-2009 Academic Year**

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### **Committee Functions**

The Student Learning Outcomes Committee began the 2008-2009 academic year in a state of transition. Melanie Parker assumed the role of Faculty Co-Chair early in the semester and attended her first SLO meeting on September 22, 2008. Maria Clinton, chair of the SLO Technical Review Subcommittee and AP&P liaison left the committee and began her transition to Faculty Co-Chair of AP&P shortly thereafter. The new technical education AP&P representative assumed AP&P liaison responsibility for the SLO Committee.

Several vacancies on the committee were filled during fall semester; one classified position, the confidential management position, and a faculty position. Meeting times were changed from 3:30 to 5 p.m. to 3 to 4:30 p.m. in order to accommodate classified work schedules. Attendance at meetings improved and we had little difficulty making quorum. The committee agreed to dissolve the SLO Technical Review Subcommittee for the time being. Since the majority of our courses currently have approved SLOs, the pace of new SLO submittals has slowed. When courses are submitted they are first screened by the Committee Co-Chair who contacts the appropriate faculty member and/or dean with questions or suggestions. Committee members are available to screen SLOs as needed and SLOs are available for review by Committee members before approval.

The SLO Committee considered reorganization of the committee in order to capture a wider representation of campus interests. While we believed this might facilitate communication of outcome and assessment processes, we also believed a larger committee might be less efficient. Several "models" for reorganization were discussed. Reorganization has been tabled at present and we will try to improve communication and working relationships using other methods.

During spring semester meetings, guests such as the Program Review Coordinator, Accreditation Coordinator, President-elect of the Academic Senate, and ASO student representatives were invited to share their perspectives on SLO and assessment processes. The purpose of these visits was to both highlight important issues the Committee must consider and to improve communication and collaboration among campus committees and interest groups.

### **Professional Development**

Eleven AVC staff and faculty members attended the WASC/ACCJC Retreat on Student Learning and Assessment held in Emeryville September 25 through 27, 2008. Workshop sessions focused on assessment and analysis of student learning. Three faculty members attended the ACCJC SLO Coordinator Workshop at Mount San Antonio College on March 13<sup>th</sup>, 2009. The workshop focused on developing and supporting collaboration between SLO Coordinators, Program Review Coordinators, and Institutional

Researchers. Eight members of the faculty and administration attended a WEAVEonline webinar at AVC on April 1<sup>st</sup>, 2009. This session addressed issues related to the development of Program Learning Outcomes

Professional development seminars on the topic of SLOs and assessment were presented at Welcome Back Day on August 22, 2008. Several SLO Assessment Primer, SLO Data Collection, and SLO Assessment and Best Practices seminars were offered for faculty professional development credit during fall and spring semesters. Additionally, "SLO Help Sessions" were scheduled during the month of April and May when it became evident faculty needed individual assistance working through the SLO process. Members of the SLO Committee and Office of Institutional Research and Planning also met with individual faculty and staff to provide specialized assistance and support as needed. A WEAVEonline introductory training session for SLO Committee members and other interested staff and faculty was held June 1, 2009. Attendees began learning how WEAVE will facilitate the management and use of assessment data. Trained faculty and staff are now beginning to enter SLO and assessment data from the 2008-2009 academic year.

The Office of Institutional Research and Planning and SLO Committee will collaborate on professional development presentations at Welcome Back Day 2009. Additionally, four professional development trainings focused on WEAVE and six sessions focused on program learning outcomes and assessment have been approved for the 2009-2010 academic year. These seminars will all carry Standard 1 credit. The SLO Committee recognizes there may be emerging issues in outcomes and assessment that may require additional training sessions throughout the year. We have been assured faculty members can claim Standard 1 credit for any sessions we may need to add. The Professional Development Committee has also indicated that Standard 3 faculty professional development credit will be available for department faculty volunteering to manage outcome and assessment data using WEAVE. The amount of flex credit available is currently under negotiation but will likely be similar to that available through participation on program review peer teams.

### **Work Accomplished**

Christos Valiotis, Ted Younglove, and Melanie Parker attended several division meetings during the year to communicate outcomes and assessment processes and goals to staff and faculty. This was also an opportunity to receive feedback regarding problems and processes and helped the committee evaluate goals for the coming year.

The October 2008 Accreditation Follow-Up Report and visit validated the efforts of Christos Valiotis and the SLO Committee in establishing outcome and assessment processes on campus. The visiting team approved AVC's current system of filing SLOs with the corresponding CORs. All approved SLOs were posted online beginning October 2008 in order to provide ready access to the campus community. Newly approved and revised SLOs are posted at the end of each semester. All newly approved SLOs are also entered on AP&P's COR matrix at the end of each semester. Once WEAVEonline is

fully functional, members of the faculty, administration, and staff will have “read only” access to SLOs, PLOs, OOs, and assessment data online. This will also facilitate analysis and integration of outcome and assessment data for program review and planning processes.

During the 2008-2009 academic year Program Learning Outcomes were approved for Child and Family Education. Program Learning Outcomes for student service areas are slated for completion by June 30<sup>th</sup>, 2009. Several revisions of existing SLOs were submitted and approved, criteria for success was added to a few courses, and several new SLOs were approved. At present, 93% of Antelope Valley College courses have approved Student Learning Outcomes. As of Intercession 2009, over 20% of AVC’s courses had at least one SLO assessed.

### **Work Ahead**

After much discussion and review of current accreditation standards, the SLO Committee strongly recommends that SLOs be included as part of each course syllabus. The Committee firmly believes that communicating SLOs as either an integrated part of the syllabus or as a separate attachment to the syllabus is good practice and will facilitate student understanding of our goals for learning. The SLO Committee recommends that a statement to this effect be included in “Guidelines for Creating an Effective Syllabus”.

Goals for the 2009-2010 academic year include:

- Improved communication and discussion of outcome and assessment issues with faculty, staff, students, and administration.
- Inclusion of SLOs on course syllabi or as an attachment to course syllabi.
- SLOs written and approved for 100% of courses offered.
- Criteria for success established for SLOs that do not currently have them; we estimate that includes 85 to 90% of our SLOs.
- SLO assessment started for 100% of courses offered during the year.
- Development of Program Learning Outcomes and assessments for degree and certificate programs.
- Continued development and assessment of Operational Outcomes.
- Supporting integration of outcome and assessment data into the program review process.
- Full implementation of WEAVEonline.
- Continued faculty professional development training opportunities.
- Expanded training/educational opportunities for faculty and staff utilizing distance education technology.
- Education and training on emerging outcome and assessment issues.
- Updated SLO Committee website.
- Completion of an SLO Faculty Handbook.

**Antelope Valley College  
Faculty Professional Development Committee  
Year-End Senate Report 2008-09**

May 29, 2009

**Overview:**

This academic year was the first in which we implemented the new faculty professional development guidelines, requiring specific hours within the new standards, including Faculty Academy and College Colloquia. As with any change, there was some confusion and some panic from the faculty. However, overall, the new guidelines have redirected the faculty professional development program and allowed faculty the opportunity to focus their professional development hours more on their teaching strategies and data-driven research for the college itself. The committee has used this year to note how faculty responded to the new guidelines and where we need to make adjustments for the next academic year, in addition to our usual business of reading and approving plans and contracts, organizing proposals for the next academic year, organizing the Welcome Back Day for the next academic year, and working with ITS to improve the online offerings of technical training. We also reviewed the FPD committee membership and term limits and submitted suggestions to the Academic Senate executive committee, which was approved, allowing our committee membership to be more reflective of the campus community.

**Program for the Academic Year 2008-09:**

- 183.5 hours of Faculty Academy, Standard 1, events (73 events)
- 277.5 hours of College Colloquia, Standard 2, events (75 events)
- 10 Rescheduled dates of events at presenter's request
  - 1 rescheduled due to major fire in area of travel
- 2 Cancelled Faculty Academy events
  - "Assist Students to Succeed"—presenter not prepared
  - "SLO Assessment and Best Practices"—reason unknown
- 4 Cancelled College Colloquia events
  - "Reading by Dorothy Allison"—expense too high
  - "13<sup>th</sup> Annual AV Film Festival"—coordinator not available
  - "Judge an Intramural Speech Tournament"—major fire caused cancellation
  - "Ecotourism & Costa Rica"—reason unknown

**Proposed Program for the Academic Year 2009-10:**

- 263 hours of Faculty Academy, Standard 1, events
- 250 hours of College Colloquia, Standard 2, events

**Changes Being Implemented for the Academic Year 2009-10:**

- Revised and clarified language in the FPD guidelines
- Addition of possible credit hours for data managers for the WEAVE program

- Offering all ITS technical training both on campus and on CCC Confer to allow Adjuncts and Full-time faculty easier access to training and Faculty Academy credit
  - Several adjuncts stated they had difficulty with completing Faculty Academy, Standard 1, because of their schedules during the past year. The FPD committee made adjustments and allowed any event in the book to qualify as FA since this was the first academic year for the change in guidelines. However, with the addition of many more online opportunities through ITS, as well as an increase in offered Faculty Academy events, the FPD committee will hold adjuncts to their contractual obligation to complete 3 hours of FA in the 2009-10 academic year.
- Adding a section to our website for Frequently Asked Questions to enable faculty a quicker and easier way to find answers for their questions
- Accepting Sabbatical Leave applications for consideration (moving to our committee)
- Implementation of revised Notification of Planned Use of Units from Faculty Academy Workshops for Advancement on the Faculty Salary Schedule Form

# ANTELOPE VALLEY COLLEGE

## Tenure Review

June 1, 2009

TO: Patricia Sandoval  
Academic Senate President

FROM: Jennifer Gross  
Tenure Review Coordinator

RE: 2008 - 2009 End-of-Year Report

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A total of 70 tenure review committees were active during the 2008-2009 academic year. There were fifteen first-year committees, eighteen second-year committees, thirteen third-year committees, and twenty-four fourth-year committees.

An orientation to the tenure review process was given to the new evaluatees the week prior to beginning of fall semester during orientation. Those new faculty members who could not attend that meeting were given separate orientations during the first few weeks of the semester. Meetings for all committee members were also held in the fall to orient faculty members and administrators to the new forms and process changes. I oriented academic deans at one of their weekly "deans' meetings" at the beginning of fall semester. Individuals who could not attend the scheduled meetings were able to watch a recorded version of one of the orientations which Joseph West recorded for me and then meet with me to ask any additional questions.

In keeping with the contract, I met with all committees that had a change in committee make-up at the beginning of fall semester to go over changes and to review the status of the process for each probationary faculty member. There were thirty-four such committees.

This year was the first to apply all of the changes for the tenure process. A new report form was used by all first-year and second-year committees and the

majority of the third-year and fourth-year committees. Also, new student evaluation forms, peer evaluation forms, plans for removal of unsatisfactory rating, and observation report forms were implemented. I received feedback regarding the peer input process, which was done online for the first time. Many faculty members are unhappy with issues related to access. The same procedure was used in the spring, and it seems that there was less trouble, although I still received access complaints. There was also feedback about concern over the language that was to be read for student evaluations. That language was changed for the spring semester. As well, some minor changes were made to the student evaluation forms as well. Nearly all feedback concerning these changes was extremely positive.

Throughout the year, most committees were able to adhere to required timelines, and those committees needing extra time filed appropriate memos and/or forms indicating the need to alter the timeline. I have continued to send out email reminders to committee chairs and evaluatees, which appear to encourage closer adherence to the timelines. I met with probationary faculty members, with committee members, and with full committees (as well as answered emails and phone calls) as necessary to answer questions, explain procedures, and generally aid the process. As in years past, I also often fielded calls regarding tenured faculty members or adjunct faculty members who were undergoing evaluation this academic year. I always inform these callers that I am not "in charge" of those evaluations; however, I do help them interpret the Tenure and Evaluation document and direct them to the administration and/or union when appropriate.

Twenty three fourth-year evaluatees were awarded tenure. No probationary faculty members were awarded early tenure. As of today's date, forty-five committees will continue work next year, and there will be no new committees.

Due to retirements, resignations, and leaves, there will be one existing committees that will have at least one new member next year. There may also be some committee membership changes due to the reorganization process, which will potentially realign two committee members in the same division. Once the final details of the reorganization are worked out, this issue will be addressed.