ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
May 3, 2012
3:00 p.m. – 4:30 p.m.
SSV 151

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

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

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

3. **OPEN COMMENTS FROM THE PUBLIC**

4. **APPROVAL OF MINUTES**
   a. **April 19, 2012 (attachment)**

5. **REPORTS (5 minutes maximum)**
   a. **Program Review – Carol Eastin**
   b. **Accreditation Report - Tina McDermott**

6. **ACTION ITEM**
   a. **Mission Statement Revision – Maria Clinton**
   b. **Board Policy AP 4100 – Maria Clinton**
   c. **Faculty Rights for Instructional Technology – Rick Balogh (attachment)**
   d. **DETC Electronic Device Policy – Rick Balogh (attachment)**

7. **DISCUSSION ITEM**
   a. **Report from Spring State Senate Plenary – Maria Clinton**
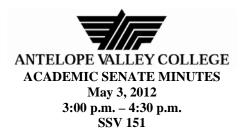
8. **SENATE ADMINISTRATIVE BUSINESS**
   a. **Appointments**
      1) **IT Committee Membership**
         - **Louis Echeverria**
      2) **Honors Committee Membership**
         - **Mike Pesses**
         - **Paul Ahad**
         - **Igor Marder**
         - **Barbara Fredette**
      3) **Equivalency Committee Membership**
         - **Thomas Hutchinson**
      4) **Academic Senate Executive Committee**
         - **First Vice President – Jack Halliday**
         - **Second Vice President – Ty Mettler**
         - **Officer at Large – Dr. Lee Grishman**
      5) **Academic Ranking**
         - **Dexter Cummins**
   b. **Announcements**
      - Faculty Leadership Institute – June 14, 2012 – June 16, 2012, TBA
      - Curriculum Institute – July 12, 2012 – July 14, 2012, San Francisco Airport Westin
      - Statewide Academic Senate Fall 2012 Plenary Session – November 8, 2012 – November 10, 2012, Irvine Marriott

9. **ADJOURNMENT**

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

1. **CALL TO ORDER AND ROLL CALL**
    Mr. Christos Valiotis, Academic Senate President, called the May 3, 2012 Academic Senate meeting to order at 3:05p.m.

2. **OPENING COMMENTS FROM THE SENATE PRESIDENT**
    Mr. Valiotis noted that there were a lot of activities this month, such as Faculty Recognition Day on May 16, Honors Convocation, on May 18, etc. Susan Knapp noted that the guest speaker at Faculty Recognition Day would be Dr. Alan Kurki.
    Mr. Valiotis also reported that there were several committee positions that would need to be filled, and a notice would be going out in the fall to fill those positions. There will also be four new faculty hires and faculty would be needed to serve on those evaluation committees.
    There was a town hall meeting on April 19 to discuss the budget and a copy of that report can be found on the public AVC website. The district will need to cut $800,000 per year for the next three years. Mr. Valiotis stated that if the governor's tax proposal passes, that could provide some relief but there is no guarantee.

3. **OPEN COMMENTS FROM THE PUBLIC**
    None.

4. **APPROVAL OF MINUTES**
    a. **April 19, 2012 (attachment)**
        A motion was made and seconded to approve the April 19, 2012 Academic Senate meeting minutes. Motion carried with no abstentions.

5. **REPORTS (5 minutes maximum)**
    a. **Program Review – Carol Eastin**
        Ms. Eastin distributed a summary of the status of Program Review, and thanked the committee for the phenomenal job they have done this year. There are two divisions who have not yet submitted their 2011 Self Study Report: Information Technology Services and Job Placement. In addition, Visual and Performing Arts had submitted an incomplete report which was returned to the dean on December 2. Enrollment Services and Kinesiology, Athletics and Dance have not submitted their 2011 Annual Update Report. Mr. Valiotis asked the senate representatives from those areas to follow up on this.
        Ms. Eastin further reported that the Program Review Committee revised the peer review process for more uniform evaluation. Peer review of both comprehensive and annual reports utilizes a form which included a rubric and brief feedback. The committee has also been working on revisions to the self-study and annual update processes. The templates for both reports will include the analysis of district data, outcomes data and specific student achievement data. That data analysis will drive division/program planning and resource adjustments as well as guide district/SPBC planning and decisions. The committee will be enlarged. Doing so will provide broader district representation and the ability to conduct both annual and comprehensive peer reviews.

    b. **Accreditation Report - Tina McDermott**
        Ms. McDermott reported that the Accreditation Follow-Up Report, as it related to the findings of the last Accreditation self study and visit has been sent out to all AVC via email. There is a three-week window for comments, and she asked the senators to read the document and specify if there is any area of concern to them. Comments are due back by May 23, 2012. The document will then be revised and updated and will go to the Board as an informational item in July and then back to the Board in August as an action item. Sharon Lowry is currently working on a SLO compliance report that is due to the Accreditation Commission in October 2012. Right now the district is at 88% compliance and must be at 100% by October.

Approved: May 17, 2012 Senate Meeting

6. **ACTION ITEM**
   a. **Mission Statement Revision – Maria Clinton**
      A motion was made and seconded to approve the new mission statement. Ms. Clinton noted that the AP&P representatives had taken the revised statement to the division meetings and after feedback, the statement had been approved by the AP&P Committee. Terry Rezek stated that he had not heard about the revised statement at his division meetings and was concerned that the community was not involved. Mr. Valiotis stated that there is a mission and a mission statement. The statement is revised every year and is just a small part of the whole mission. The motion passed with no abstentions.

      Board Policy AP 4100 – Maria Clinton
      A motion was made and seconded to approve Board Policy AP4100: Graduation Requirements for Degrees and Certificates. Ms. Clinton reported that this has weighed heavily on AP&P for quite a while. The area that is in bold and underlined on the document is the reading proficiency requirements. If a student is coming to AVC from an accredited institution, they will need that requirement. It will make things much cleaner for our students. Motion passed with no abstentions.

   b. **Faculty Rights for Instructional Technology – Rick Balogh (attachment)**
      Mr. Valiotis reported that the College Coordinating Council had requested that a faculty administrative rights statement be written and brought forward. Although this may not resolve all of the issues surrounding instructional technology, it is a good start and details can be worked out later. A motion was made and seconded to approve the Faculty Administrative Rights statement and the Faculty Technology Rights statement. Rick Balogh noted that faculty have had a chance to look at these statements and the committee has made some changes, but it is a flexible document and should move forward. Ken Shafer noted that the IT department should be notified if a classroom has an equipment issue. They need to be made aware when there is a problem so they can address it. Motion carried with no abstentions. This document will now go to the CCC.

   c. **DETC Electronic Device Policy – Rick Balogh (attachment)**
      A motion was made and seconded to approve the DETC Electronic Devices Policy. Mr. Balogh reported that the committee has revised the policy and the wording is clearer than it had been. Feedback that has been received back indicates that faculty feel the policy is flexible so that each instructor could make a policy for their classroom that would not be in violation. Ron Chapman questioned the word "may" in Item #4: ….This **may** include asking the student to leave the room…., and Dr. Haller noted that this could include but does not limit the instructor to asking. After discussion, the motion passed with no abstentions.

7. **DISCUSSION ITEM**
   a. **Report from Spring State Senate Plenary – Maria Clinton**
      Ms. Maria Clinton reported that she was the senate representative at the State Academic Senate Plenary meeting this year. The new officers of the state senate are: Michelle Pilati, President, Bert Smith, Vice President, David Morse, Secretary and Wheeler North, Treasurer. Ms. Clinton noted that the big issue at the conference this year was accreditation. She reviewed some of the more important resolutions that were voted on that would be of interest to the senators and encouraged the senators to visit the state senate website to review all the resolutions when they could. The website is: http://www.asccc.org/resources/resolutions.
      Resolution 2.01 Accreditation Effective Practice Paper
      Resolution 6.03 Student Success Infrastructure Act of 2012
      Resolution 9.02 Local Implementation of C –ID
      Resolution 9.06 Transfer Model Curriculum Aligned Associate Degrees for Transfer
      Resolution 8.01 Adopt Paper The Role of Counseling Faculty and Delivery of Counseling in the California Community Colleges
      Resolution 6.01 Limit Taxpayer-funded, Need-Based Financial Aid to Public and Private Nonprofit Colleges Only.
      Resolution 6.04 Tiered Fees in the California Community Colleges

      Mr. Valiotis encouraged all senators to learn about the state academic senate.

Approved: May 17, 2012 Senate Meeting

8. **SENATE ADMINISTRATIVE BUSINESS**
   a. **Appointments**
      1) **IT Committee Membership**
         A motion was made and seconded to confirm Luis Echeverria to the IT Committee for a one year term. Motion passed with no abstentions.

      2) **Honors Committee Membership**
         A motion was made and seconded to confirm Mike Pesses, Paul Ahad, Igor Marder and Barbara Fredette to the Honors Committee for two year terms. Motion passed with no abstentions.

      3) **Equivalency Committee Membership**
         A motion was made and seconded to confirm Thomas Hutchison to the Equivalency Committee for a three-year term. Motion passed with no abstentions.

      4) **Academic Senate Executive Committee**
         - First Vice President
         - Second Vice President
         - Officer at Large
           A motion was made and seconded to approve Jack Halliday as First Vice President, Ty Mettler as Second Vice President and Dr. Lee Grishman as Officer at Large. Motion carried with no abstentions.

      5) **Academic Ranking – Dexter Cummins**
         A motion was made and seconded to approve Dexter Cummins' academic ranking to Professor. Motion carried with no abstentions.

   b. **Announcements**
      - Faculty Leadership Institute – June 14, 2012 – June 16, 2012, TBA
      - Curriculum Institute – July 12, 2012 – July 14, 2012, San Francisco Airport Westin
      - Statewide Academic Senate Fall 2012 Plenary Session – November 8, 2012 – November 10, 2012, Irvine Marriott

9. **ADJOURNMENT**
   A motion was made and seconded to adjourn the May 3, 2012 Academic Senate Meeting at 4:20p.m. Motion carried.

MEMBERS PRESENT			
Ron Chapman	Susan Knapp	terry Rezek	Elizabeth Sundberg
Chris Dundee	Ty Mettler	Van Rider	John Toth
Luis Echeverria	Kathy Moore (proxy)	Ken Shafer	Christos Valiotis
Glenn Haller	Mike Pesses	Alexandra Schroer	Larry Veres
Mike Hancock	Berkeley Price	Susan Snyder (proxy)	Pavinee Villapando
MaryAnne Holcomb			
MEMBERS ABSENT		**GUEST PRESENT/EX-OFFICIO MEMBERS**	
Mark Covert	Sandra Robinson	Rick Balogh	Lee Grishman
Jack Halliday	Casey Scudmore	Maria Clinton	Susan Lowry
Ken Lee		Carol Eastin	Tina McDermott

Memo

To: Academic Senate

From: Maria Clinton AP&P Co chair

Date: May 30, 2012

Subject: AP&P Recommendations

Mission Statement

NEW – The mission of the Antelope Valley Community College District is to provide a comprehensive education to a diverse community of learners by placing student success and student-centered learning as our number one priority through high quality educational standards and innovative programs and services in a professional, team-driven environment.

OLD – The mission of the Antelope Valley Community College District is to serve the community by placing student success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

AP 4100 Graduation Requirements for Degrees and Certificates

Associate Degree Requirements

(Title 5, Section 55806)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of 60 semester units, including requirements 1 through 6 listed below.

1. General Education Requirements

A minimum of 21 units, including a minimum of 3 semester units, or 4 quarter units, in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.

Area A* - Natural Sciences (Select at least 3 semester units)

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

Area B* -Social & Behavioral Sciences (Select at least 3 semester units)

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

Area C* - Humanities (Select at least 3 semester units)

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

Area D -Language & Rationality [Select 3 semester units from (1) and select 3 units from (2)]

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

  1. English Composition

  Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

  2. Communication and Analytical Thinking

  Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Area E -Additional Breadth (Select at least 3 semester units)

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self under-standing. Courses must be taken from a discipline not previously selected.

Area F -Diversity Studies (Select at least 3 semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

B. WRITING Completion of ENGL 101 with a minimum grade of "C."

C. MATHEMATICS Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C."

3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

A. Completing at least 18 semester units of study (or 27 quarter units) in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of "C" or better in all required core course and the specific courses listed as program electives.

4. Electives

Sixty semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of semester units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

5. Grade Point Average Requirement

A cumulative grade point average of 2.0 ("C" average) is required.

6. Residence Requirement

Of the required 60 units, "at least 12 semester units must be completed in residence at the college granting the degree" as stated in Title 5, Section 55806.

Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.

Certificate of Achievement Requirements:

- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of *18 or more semester units or 27 or more quarter units* of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

- A student may also be awarded a certificate of achievement for a sequence of courses consisting of 12 or more semester units or 18 or more quarter units if approved by the CCC Chancellor.

- Shorter credit programs that lead to a certificate may be established by the District, but cannot be listed on the student's transcript.

- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.

- Certificates for which CCC Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Application for Graduation

Antelope Valley College awards degrees twice annually—in December following the fall semester and in June following the spring semester. An application for graduation must be filed in the Admissions and Records Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will receive information on participating in the annual graduation ceremony. While participation in the graduation ceremony is encouraged, it is not mandatory to attend to receive a degree. Early filing of the graduation application is highly recommended.

Credit Courses Not Transferable/Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree can use these credits for eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of the college catalog, these courses are designated as: Credit course not applicable to the associate degree and certificate programs. Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as (AVC).

The list of credit courses not applicable to the associate degree and certificate programs are listed in the college catalog under "Graduation/Associate Degree Requirements, Credit Courses Not Applicable to the Associate Degree and Certificate Programs

Note: Courses which emphasize occupational competency do not meet General Education (GE) objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

College Work Applicable to the Associate Degree and Certificate Programs

College work acceptable toward the associate degree includes those courses that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section

Title 5 of the California Code of Regulations is available at http://ccr.oal.ca.gov and in the Antelope Valley College Library.

2/6/06
Revised: 1/8/07
Revised: 3/10/08
<u>Revised:</u>

The Distance Education and Technology Committee approved the Faculty Administrative Rights at their meeting on March 27, 2012 and the Faculty Technology Rights on April 10, 2012. It is recommended that the Academic Senate approve also.

FACULTY RIGHTS FOR INSTRUCTIONAL TECHNOLOGY

a) **Faculty Administrative Rights**
The Distance Education and Technology Committee supports the needs of AVC faculty and academic support staff to have limited administrative rights over software used by the faculty and support staff. Included in these rights, but not limited to, are: the ability to download to the college network any software provided by a publisher of a textbook used by a faculty member in the teaching of their classes; the ability to download and install software necessary to play audio and video – including online streaming video services and that which allows making the publisher's software accessible on the college network. These rights must allow access to this material from any AVC facility wherever it is needed, both in their offices and in the classrooms.

b) **Faculty Technology Rights**
When faculty are assigned to an instructional space, they have the right to:
1. a way to contact emergency personnel from the classroom;
2. a functioning computer in the classroom;
3. a functioning video projection and audio system linked to that computer; and
4. internet access

The Distance Education and Technology Committee approved the following policy at their meeting on April 10, 2012. It is recommended that the Academic Senate approve also.

<u>DETC Electronic Devices Policy</u>

Except as required for the reasonable accommodation for students covered by the Americans with Disabilities Act, the *AVC Distance Education and Technology Committee, a standing committee of the* Academic Senate, holds as a District-wide standard the following policies:

1. During instruction all mobile devices should always be off or on silent.

2. Whether students may or may not use their mobile technological devices (smart phones, tablets, laptops, iPods, Kindles, or anything in that broad category of portable electronic devices) during instruction is a matter for each instructor to decide. She or he should announce the policy in the syllabus; the Senate supports those instructors who ask that all such devices be turned off for the full class period.

3. Using portable electronic devices to cheat during examinations and quizzes will be handled the same way that any other instance of cheating is treated. In accordance with the Student Code of Conduct this may result in penalties up to and including expulsion. Cheating is cheating, no matter what the mechanism of transmission.

4. Unauthorized use of electronic communication during instruction—such as texting or surfing the Internet or making a tweet or making a call—is an example of disruptive behavior, and while faculty may not confiscate students' legal property, they may respond to the disruption as they would any other classroom behavioral problem. This may include asking the student to leave the room and / or referring the matter to the Office of the Vice-President of Student Services.

In all cases, the DETC Committee and the Academic Senate urge faculty to state clearly on their syllabus their expectations, including potential penalties for violations.