



Antelope Valley College

# ***ACADEMIC SENATE BYLAWS***

2019

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# ACADEMIC SENATE BYLAWS

## Article I – SENATE PROCEDURES

### B100 *Elections*

#### B100.1 Notification and Dates of Elections and Implementation

##### B100.1.1 President

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

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

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

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

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

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

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

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

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

B100.1.2 Executive Committee with exclusion of President

B100.1.2.1 The President shall send a call to all full time faculty for nominations of the Vice President, First Executive Officer and Second Executive Officer of the Academic Senate on the Monday of first week following Spring Break.

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

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

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

B100.1.2.5 Should any position call remain without nominees by the week before the last regular Senate meeting of the school year, the President shall put the election for each of the positions without a nominee on the agenda of the last regular Senate Meeting of the year.

B100.1.2.5.1 For §B100.1.2.5 elections

B100.1.2.5.1.1 Nominations are to come only from the floor.

B100.1.2.5.1.2 Only sitting senators, or senators already chosen by their Division or Area to serve in terms beginning the next year may be nominated.

B100.1.2.5.1.3 Nominees must be present and must agree to the nomination before their nomination may proceed.

B100.1.2.6 Upon election of any position during a §100.1.2.5 election, the representative's position will be considered vacant and the Senate President shall then make a call to fill the vacancy in accordance with §B204.2.

B100.1.2.7 If a §B100.1.2.5 election still fails to fill a position, the position will be considered vacant for the purpose of §B100.1.2.8

B100.1.2.8 In the case of a vacancy of the Vice President, First Executive Officer or Second Executive Officer positions:

B100.1.2.8.1 The President shall send the call for nominations immediately.

B100.1.2.8.2 Nominations shall close on the Friday following at least nine business days after the call has been sent out.

B100.1.2.8.3 The Executive Committee shall put the election for the vacant position on the agenda of the first regular Senate Meeting following the submission deadline.

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

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

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

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

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

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

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

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

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

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

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

#### B100.1.4 Adjunct Representatives

B100.1.4.1 The President shall send a call to all adjunct faculty members in the *Eleventh* week of the Spring Semester.

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

B100.1.4.2.1 Adjunct faculty eligibility requires the representative to have a teaching load at any time during the regular session of the Senate and the ability to carry out the duties of the position.

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

B100.1.4.4 The elections shall take place beginning the Monday of the *thirteenth* week of the *Spring* semester and shall end the Friday of the *Fifteenth* week of the *Spring* semester and be by Special Balloting.

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

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

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

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

B100.1.4.6 The Adjunct Representatives terms shall be staggered and end in different years.

B100.1.4.7 If an Adjunct Representative loses eligibility, that representative shall be replaced for the remainder of their elected term in accordance with this section.

#### B100.1.5 Constitution

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

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

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

B100.1.5.4 The Senate shall vote on the proposal in accordance with §105.1 of the Constitution, which requires a simple majority of all Senators

eligible to vote to move the proposal forward as a proposed amendment.

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

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

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

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

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

#### B100.1.6 Bylaws

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

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

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

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

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

#### B100.1.7 Awards, Honors and State Nominations

##### B100.1.7.1 Scholar in Residence

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

- B100.1.7.1.2 The call, which must be in writing, shall explain the award, required documents for consideration and the deadline for submission of nomination.
- B100.1.7.1.3 The call for nominations shall be sent out in the 12th week of each Fall semester, and shall remain open until the fourth week of the Spring semester.
- B100.1.7.1.4 The President shall send a reminder in the second week of the Spring semester that nominations will close in two weeks.
- B100.1.7.1.5 The Executive Committee shall put discussion for the election of the Scholar in Residence on the agenda of the first regular Senate Meeting following the fourth week of the Spring Semester.
- B100.1.7.1.6 The Senate shall review all nomination letters and a special ballot shall be taken within one week to decide the recipient.
- B100.1.7.1.7 The name of the award recipient shall remain confidential until the presentation of the award.
- B100.1.7.1.8 All of the nominees and the Scholar in Residence award winner will be announced and recognized at Faculty Recognition Day.
- B100.1.7.2 State Award requiring Senate to make a single nomination from the school
- B100.1.7.2.1 The President shall send a call to all faculty for nominations for State Award requiring Senate to make a single nomination.
- B100.1.7.2.2 The call, which must be in writing, shall explain the award, required documents for consideration and the deadline for submission of nomination.
- B100.1.7.2.3 The call for nominations shall be sent out in a time frame determined by the Executive Committee based on award's particular deadline, but in no case will the call be sent out later than six weeks before the nomination submission deadline.
- B100.1.7.2.4 The call for nominations must be sent out at least four weeks before the closing of nominations, and the President shall send a reminder two weeks before that closing date.
- B100.1.7.2.5 The Executive Committee shall put the selection of the nominee for the award on the agenda of the first regular Senate Meeting following the closing as an action item.

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

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

### B100.1.7.3 Outstanding Adjunct Faculty Award

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

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

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

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

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

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

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

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

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

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

### B100.1.8 Division and Area Representative Term Staggering

B100.1.8.1 In the case that a Division or Area has two or more Senate Representatives, the Division or Area must elect their Representatives to staggered terms.

#### B100.1.9 Constitutional Referee

B100.1.9.1 During the first Senate meeting of the school year, a Constitutional Referee shall be selected to serve a one year term.

B100.1.9.2 The Constitutional Referee shall have the final say on all decisions regarding the Constitution and Bylaws as required by the Constitution and Bylaws.

B100.1.9.3 The Constitutional Referee must hold a position on the Senate, but shall not be a member of the Executive Committee.

B100.1.9.4 The Constitutional Referee shall be elected by a two-thirds majority in regular balloting.

### B101 ***Balloting***

#### B101.1 Open Balloting

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

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

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

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

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

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

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

## B101.2 Amendment Balloting

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

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

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

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

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

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

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

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

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

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

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

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

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

### B101.3 Special Balloting

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

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

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

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

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

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

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

## B102 ***Operations***

### B102.1 Regular Meetings

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

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

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

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

## B102.2 Special Meetings

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

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

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

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

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

## B102.3 Closed Session

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

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

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

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

## B102.4 Out of Session Meetings

B102.4.1 All Out of Session meetings must take place in accordance to §110.0 of the Constitution.

B102.4.2 Prior to calling an Out of Session meeting, the Executive Committee must submit all agenda items to the Constitutional Referee.

B102.4.2.1 The Constitutional Referee must analyze the agenda items and determine if any are under violation of §110.3 of the Constitution.

B102.4.2.2 If the Constitutional Referee determines an agenda item to be in violation, action may not be taken on it until the reconvening of the full Senate.

B102.4.2.3 Any action taken in an Out of Session meeting that has not been approved by the Constitutional Referee shall be declared immediately void.

B102.4.2.4 Removal of B102.4.2 from these Bylaws shall require vote of seven-eighths of all Senate members eligible to vote.

## B102.5 Procedures for All Meetings

### B102.5.1 Agendas

B102.5.1.1 Items to be placed on the agenda for the next Senate Meeting shall be called for immediately after the previous Senate Meeting.

B102.5.1.2 Items may be presented to the Executive Committee at any time, but in order to be placed on the agenda for the next meeting, they must be submitted to the Executive Committee no later than the scheduled start time of the Executive Committee meeting prior to that next Senate Meeting.

B102.5.1.3 Only those with a position on the Senate or an Ex-Officio member may ask the Executive Committee that an item be placed on the agenda. Others wishing to place an agenda item must do so through a person with a Senate position as defined in §4.4.1 of the Constitution.

B102.5.1.4 The Senate President has final say as to what will be placed on the agenda unless specified otherwise by the Constitution or the Bylaws.

### B102.5.2 Motions

B102.5.2.1 Only voting members of the Senate may make or second motions for Senate action.

B102.5.2.2 The presiding officer may not make or second motions.

### B102.5.3 Voting

B102.5.3.1 The presiding officer shall not vote on any motion with the exception of casting the deciding vote in case of a tie on the motion

## B103 ***Faculty Review of Senate Actions***

- B103.1 The faculty may review any action of the Senate, provided they submit a petition that contains signatures of at least 20 percent of the Regular Faculty.
- B103.2 The petitions shall be submitted to the Executive Committee as part of the Public Comments section of a regular Senate Meeting.
- B103.3 The petition must identify the specific actions to be reviewed, when the action was taken as well as the reasons for the review. Petitions may not be general or sweeping in nature.
- B103.3.1 If more than one action is asked to be reviewed by a single petition, the petitioners must show clear and specific relation to the actions and need for review.
- B103.3.2 The petition shall be specific to the documents and evidence related to the action presented for review and must have clear connection to the review.
- B103.3.3 The petition must cite the relief that is being sought by the petitioners if successful.
- B103.4 Upon receipt of the petition, the Executive Committee shall verify that the signatures as authentic and belong to members of the faculty, as well as that the proper number of signatures have been submitted. The verification process shall take no more than two weeks.
- B103.5 Once the petition has been received and verified, the Executive Committee must call for a Special Senate Meeting for receiving, discussion and possible action on the petition.
- B103.5.1 If the Executive Committee fails to verify the petition, the petitioners may ask that a panel of three be created to verify the petition. The three-person panel must consist of Antelope Valley College employees mutually agreed upon in good faith.
- B103.5.2 Should the third party determine a lawful petition the Executive Committee shall be required to call the special Senate meeting.
- B103.6 During the Special Senate Meeting, a three-person panel shall sit as Chairs. If the three-person panel was created to verify the petition, that same panel shall preside. If not, a three-person panel must be mutually agreed upon in good faith.

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

**B104 *Presidential Recall***

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

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

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

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

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

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

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

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

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

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

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

## **B105 Succession**

### **B105.1 President**

#### **B105.1.1 General Provisions**

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

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

#### **B105.1.2 Presidential Resignation**

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

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

#### **B105.1.3 Long Term Absence**

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

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

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

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

#### **B105.1.4 Presidential and Vice-Presidential Concurrent Vacancies**

B105.1.4.1 Should the Vice President be unable to succeed to President or the position is vacant at the time of a Presidential vacancy, an Emergency Executive Committee shall be created.

B105.1.4.1.1 The Emergency Executive Committee shall consist of the Past President, First Executive Officer and Second Executive Officer.

Should any or all of the three be unable or unwilling to participate, the vacant position(s) shall be filled by former Past Presidents, in reverse chronological order to their term.

B105.1.4.1.1.1 The first order of business for the Emergency Executive Committee shall be putting in place elections in accordance with §107.1 of the Constitution.

B105.1.4.1.1.2 The Emergency Executive Committee shall have the power to act as the President as well as the Executive Committee

B105.1.4.1.1.3 The Emergency Executive Committee shall not take any action aside from setting the agenda unless approved by a two-thirds vote of the Senate.

B105.1.4.1.1.4 For the purpose of representation, including chairing Senate meetings, the acting representative shall be, in order of precedence: Past President, First Executive Officer, Second Executive Officer, former Past Presidents, in reverse chronological order to their term.

B105.1.4.2 The Emergency Executive Committee shall remain in place until such time as elections can be held to determine a President.

B105.1.4.3 If there is a time where there are no individuals to create an Emergency Executive Committee, all Senate business shall be suspended with the exception of putting in place elections in accordance with §107.1 of the Constitution.

B105.1.4.3.1 If all Senate business is suspended under B105.1.4.3, the Legislative Liaison shall oversee, conduct and chair the election.

B105.1.4.3.1.1 Should the Legislative Liaison be unwilling or unable to oversee, conduct and chair the election, the Faculty co-Chair of the Academic Policies and Procedures standing committee shall do so.

## B105.2 Executive Committee

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

### B105.2.2 Executive Committee Resignation

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

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

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

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

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

### B105.3 Elected Division and Area Representatives

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

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

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

### B105.4 Adjunct Representative

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

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

### B105.5 Chairs, Faculty co-Chairs and Coordinators

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

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

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

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

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

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

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

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

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

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

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

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

## **B106 Executive Committee**

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

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

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

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

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

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

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

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

B106.1.2.2.1 Once a determination or selection of a name or action is made, it shall be forwarded to the President who must include that name or action on the next agenda for ratification by the Full Senate.

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

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

B106.1.2.2.3.1.1 •The position be re-opened for nominations

B106.1.2.2.3.1.2 • The President shall make the final decision as to which name to forward to the full Senate if there is an irreconcilable deadlock.

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

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

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

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

•Assembly and determination of regular and special Senate meeting agendas

•Creation of Executive emergency powers

B106.1.4 Evaluate the legality of committee decisions.

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

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

## **B107            *Proposed Constitutional and Bylaw Changes***

### **B107.1 Constitution**

B107.1.1 Upon proper Senate acceptance of a proposed Constitutional Change in accordance with §105.1, the Senate President will immediately create a Constitutional Ad Hoc Committee in accordance with §101.3

B107.1.2 The Ad Hoc Committee shall examine the intent, wording, additions and deletions proposed and create a report to the Senate of the Constitutional impact of the proposal, including which Articles and Bylaws will need to be changed or eliminated by the proposal, as well as proper numbering.

B107.1.2.1 The report is for informational purposes only, but may contain the assessment of the Ad Hoc Committee as to the viability and soundness of the proposal.

B107.1.2.2 The report will be presented to the Senate for discussion no later than two weeks before action is to be taken on sending the proposal forward to the Faculty.

B107.1.2.3 The report may give an alternate wording to the proposal, however, that alternate wording will only be presented to the Senate for consideration if approved by those who originally made the proposal.

### **B107.2 Bylaws**

B107.2.1 Upon proper acceptance of a proposed Bylaws change in accordance with §106.1 or if in such case the Executive Committee believes it necessary to amend or insert a bylaw, the Senate President will immediately create a Bylaws Ad Hoc Committee in accordance with §101.3

B107.2.1.1 If a Bylaws Ad Hoc Committee has already been formed, the President may either add the new proposal to the Ad Hoc Committee's duties or create a new Ad Hoc Committee specifically for the new proposal.

B107.2.2 The Ad Hoc Committee shall examine the Constitutional impact, wording, additions and deletions proposed and create a report to the Senate of the effect of the proposal, including which Articles and Bylaws will need to be changed or eliminated by the proposal, as well as proper numbering.

B107.2.2.1 The report is for informational purposes only, but may contain the opinion of the Ad Hoc Committee as to the viability and soundness of the proposal.

B107.2.2.2 The report shall be presented to the Senate as a discussion item before it can be placed on the next meeting's agenda as an action item.

B107.2.2.3 The report may give an alternate wording to the proposal, however, that proposal will only be presented to the Senate for consideration if approved by those who originally made the proposal.

B107.2.3 The Executive Committee shall then submit the proposal to the Senate in accordance with §106.1

#### **B108 *Hiring Committee Representative Pool***

B108.1 The President shall send a call to all faculty for those interested in being placed in the Hiring Pool in the second week of the school year.

B108.2 The call, which must be in writing, shall explain the purpose of the pool, the requirements for being a part of the pool, an explanation of the selection process from the pool, required documents for consideration and the deadline for submission of the documents.

B108.3 Interested faculty shall then submit their interest in writing.

B108.4 Upon receipt of the letter of interest, the Executive Committee will place the name of the interested faculty member in the Hiring Committee Representative Pool.

B108.5 When there is need for a Senate Representative on a Hiring Committee, the Executive Committee shall pick a name from the pool through a random draw

B108.5.1 If the faculty member chosen is from the same Division as that which is hiring, the member will be ruled ineligible and the name will be returned to the pool, and another chosen through a random draw.

B108.6 Once an eligible Senate Representative has been selected, the Executive Committee shall then inform the appropriate individuals.

## **Article II - STANDING COMMITTEES**

**B200 *All Standing Committees are created in accordance with §101.0 of the Constitution***

**B201 *Current Standing Committees are:***

- B201.1 Academic Policies and Procedures - §B205
- B201.2 Outcomes - §B206
- B201.3 Distance Education and Technology - §B207
- B201.4 Equivalency - §B208
- B201.5 Honors - §B209
- B201.6 Professional Development - §B210
- B201.7 Program Review - §B211
- B201.8 Tenure Review - §B212

**B202 *Procedures for all Standing Committees***

B202.1 Each standing committee shall have:

- B202.1.1 A statement of purpose in compliance with the mission of the college
- B202.1.2 Membership list that includes term dates
- B202.1.3 Statement of meeting times and frequencies
- B202.1.4 Statement of reporting responsibilities

B202.2 Each standing committee shall:

- B202.2.1 Circulate a "Call for Agenda Items" immediately following the previous meeting.
- B202.2.2 Distribute to members and post an agenda 72 hours prior to a meeting.
- B202.2.3 Distribute to members and post minutes immediately following their approval.
- B202.2.4 Include in minutes a brief summary of discussion regarding actions taken, including motions made, seconded, passed, or defeated.
- B202.2.5 Shall make decisions by a simple majority vote.

B202.3 While Standing Committees are not required to follow the Brown Act, no committee may run their meetings outside of the Act's dictates without two-thirds approval by the full Senate.

B202.4 Senate committees make decisions autonomously within the scope of their statement of purpose as approved by the Senate.

B202.4.1 All Committees shall gain Senate approval for:

B202.4.1.1 Committee recommendations which the Senate will send to bodies outside the Senate purview.

B202.4.2 Policy changes

B202.4.3 Changes related to the composition of the committee

B202.4.4 Selection procedures of committee members or Chair, Faculty Co-chair or coordinator.

## B202.5 Meeting Procedures

### B202.5.1 Agendas

B202.5.1.1 Items to be placed on the agenda for the next Standing Committee meeting shall be called for immediately after the previous Standing Committee meeting.

B202.5.1.2 Items shall be due to the Chair, Co-Chairs or Coordinator no later than the day before the agenda must be made public.

B202.5.1.3 The Chair, Faculty Co-Chair or Coordinator shall have the final say as to what will be placed on the agenda.

B202.5.1.4 All meetings must open with an approval of the agenda by simple majority.

B202.5.1.4.1 Any proposed additions to the agenda must be approved by a two-thirds vote of voting members present.

B202.5.1.4.2 After the agenda is approved there can be no additions made to the agenda.

### B202.5.2 Motions

B202.5.2.1 Only voting members of the Standing Committee may make or second motions for the Committee's action.

B202.5.2.2 The Chair, Co-Chairs or Coordinator may not make or second motions.

### B202.5.3 Voting

B202.5.3.1 The Chair, Co-Chairs or Coordinator shall not vote on any motion with the exception of casting the deciding vote in case of a tie on the motion.

B202.5.3.1.1 In the case of Co-Chairs, the Faculty Co-Chair will cast the deciding vote in case of a tie.

## B202.6 Termination of Standing Committees

B202.6.1 Standing Committees may be terminated in two ways.

B202.6.1.1 A Petition to Terminate shall be submitted by the Executive Committee.

B202.6.1.2 A Simple Majority vote of the members of the Standing Committee recommending the termination shall be submitted to the Executive Committee.

B202.6.2 Once a proper petition is received by the Executive Committee, the following procedure shall be used:

B202.6.2.1 The petition shall be sent to the Full Senate for acceptance by a simple majority vote.

B202.6.2.2 The President shall appoint an Ad Hoc Committee to examine the viability of terminating the committee.

B202.6.2.3 The Ad Hoc Committee shall, within 14 days of its formation, send its findings and recommendations to the Executive Committee.

B202.6.2.4 The Executive Committee shall then place the Ad Hoc Committee's recommendation to the Full Senate.

B202.6.2.4.1 If the recommendation is to terminate the Standing Committee, the recommendation must be ratified by a two-thirds majority of the Senate in accordance with §101.2.4 of the Constitution.

B202.6.2.4.2 If the recommendation is not ratified, the Standing Committee will not be terminated.

B202.6.2.5 If the recommendation is to continue the Standing Committee, the recommendation must be ratified by a one-thirds plus one vote of the Senate.

B202.6.2.5.1 If the recommendation to continue is not ratified by a one-thirds plus one vote, there will be an immediate vote to terminate in accordance with B202.5.2.4.1.

B202.6.2.5.2 If the vote to terminate does not meet two-thirds ratification, the Standing Committee will not be terminated.

### **B203 *Chairs, Faculty co-Chairs and Coordinators***

#### **B203.1 General provisions for all Chairs, Faculty co-Chairs and Coordinators**

B203.1.1 All Chairs, Faculty co-Chairs or Coordinators must be tenured regular faculty.

B203.1.2 No individual, except the President or the President's designee filling in a vacancy, shall be a Chair, Faculty co-Chair or Coordinator for more than one Senate Standing Committee at one time.

B203.1.3 Compensation (stipends, release time, etc.) for all Chairs, Faculty co-Chairs and Coordinators are managed through the collective bargaining process. The most current compensation figures can be found in the Faculty Contract as well as Appendix section A301.0

### **B204 *Committee Representatives***

B204.1 The Academic Senate shall determine the size, scope and membership of all Academic Senate standing committees.

B204.2 The following procedures will be used for the selection of committee members.

B204.2.1 Upon the creation of a new Academic Senate committee or the pending vacancy or vacancies of an existing committee for members other than the chair, the Academic Senate President in the name of the entire Senate shall notify all faculty of the vacancy or vacancies.

B204.2.2 This notice must include the specific goals and purposes of the committee and the specific responsibilities of the committee members as well as any qualifications required.

B204.2.3 Posting of the notice shall occur at least fourteen calendar days prior to the beginning of a new committee's work or the expiration of the term of the member or members of an existing committee.

B204.2.4 All interested individuals who wish to be considered for membership on a Senate committee must submit a letter of interest that addresses the purpose and goals of the committee to the Executive Committee along with any other documentation requested in the call.

B204.2.5 If the number of candidates is less than or equal to the number of vacancies on the committee for which letters of interest have been received those names shall be sent to the Academic Senate as an information item.

B204.2.6 If there are more than the number of vacancies on the Committee, then the Executive Committee in conjunction with the Faculty co-Chair of the specific Committee will review the letters of interest and after evaluation of those applications, which may include interviews, shall make the necessary appointments. Those names shall be sent to the Academic Senate as an information item.

B204.3 Should a Representative from any Standing Committee miss two consecutive meetings without proxy, the position shall be considered vacant.

B204.3.1 Upon the determination of a vacancy, the Chair, Faculty co-Chair or Coordinator shall immediately contact the Senate President of this fact.

B204.3.2 The Senate President shall then make a call to fill the vacancy in accordance with Bylaws §B204.2

## **B205 *Academic Policies and Procedures***

B205.1 All Information forms shall be found in this document's appendix §A201.0 – APP

**B206 Outcomes**

B206.1 All Information forms shall be found in this document's appendix §A202 – OC

**B207 Distance Education and Technology**

B207.1 All Information forms shall be found in this document's appendix §A203 – DETC

**B208 Equivalency**

B208.1 All Information forms shall be found in this document's appendix §A204 – EC

**B209 Honors**

B209.1 All Information forms shall be found in this document's appendix §A205 – HC

**B210 Professional Development**

B210.1 All Information forms shall be found in this document's appendix §A206 – FPD

**B211 Program Review**

B211.1 All Information forms shall be found in this document's appendix §A207 – PR

**B212 Tenure Review**

B212.1 All Information forms shall be found in this document's appendix §A208 – TR

**B213 Senate Representatives to non-Senate Committees**

B213.1 If Academic Senate is granted a position or position(s) on any non-Senate committee, (e.g. shared governance), appointment for service, length of service and removal from the position shall be at the discretion of the Senate.

B213.1.1 Only members of the faculty – full-time or adjunct – may be selected as Senate Representatives to non-Senate Committees.

B213.2 The following procedures will be used for the selection of Senate Representatives to non-Senate Committee members that are not designated as ex-officio positions.

B213.2.1 Upon the creation of a new non-Academic Senate committee or the pending vacancy or vacancies of an existing non-Academic Senate committee members other than the ex-officio members, the Academic Senate President in the name of the entire Senate shall notify all faculty of the vacancy or vacancies.

B213.2.2 This notice must include the specific goals and purposes of the committee and the specific responsibilities of the committee members as well as any qualifications required.

B213.2.3 Posting of the notice shall occur at least fourteen calendar days prior to the beginning of a new committee's work or the expiration of the term of the member or members of an existing committee.

B213.2.4 All interested individuals who wish to be considered for membership on a non-Academic Senate committee members must submit a letter of interest that addresses the purpose and goals of the committee to the Executive Committee along with any other documentation requested in the call.

B213.2.5 If there are more than the number of vacancies on the Committee, then the Executive Committee will review the letters of interest and after evaluation of those applications, which may include interviews, shall make the necessary appointments. Those names shall be sent to the Academic Senate as an information item.

B213.3 Should a Representative from any non-Academic Senate committee miss two consecutive meetings without proxy, the position shall be considered vacant.

B213.3.1 Upon the determination of a vacancy, the Chair, co-Chair or Coordinator shall immediately contact the Senate President of this fact.

B213.3.2 The Senate President shall then make a call to fill the vacancy in accordance with Bylaws §B213.2

## **Article III – SENATE REPRESENTATION**

### **B300 *Senate Representation***

B300.1 Each division or area shall select representative(s) to serve on the Senate and it is the sole decision of the division or area as to how the selections shall be made.

B300.2 Each division or area shall select proxies for their representative(s) to serve in the case of absence of a representative in accordance with §4.8 of the Constitution.

### **B301 *Senate Representative Selection***

B301.1 Each division shall select their Senate representatives according to the following formula:

- One representative per one (1) through nine (9) regular faculty of the division or area.
- Two representatives per ten (10) through nineteen (19) regular faculty of the division or area.
- Three representatives if regular faculty of the division or area number twenty (20) or more.

### **B302 *Representation Expiration***

B302.1 In the Second week of the spring semester the Senate President sends a memo to the division representative reminding them their term of office is about to expire and a divisional representative needs to be chosen.

## **Article IV – DUTIES AND RESPONSIBILITIES**

### **B400 *President***

B400.1 In addition to those duties and responsibilities enumerated elsewhere in this Constitution and Bylaws, the President shall:

B400.1.1 Attend all official meetings of the Board of Trustees during the school year and represent the Senate on all professional and academic matters.  
(Title 5 §53200)

B400.1.2 Review and set Senate meeting agendas in consultation with the Senate Executive Committee.

B400.1.3 Chair and conduct Senate meetings.

B400.1.4 Co-Chair the Strategic Planning Committee.

B400.1.5 Co-chair or appoint co-chair designee for Budget Committee.

B400.1.6 Serve as a member of the College Coordinating Council and Mutual Agreement Council.

B400.1.7 Represent the Academic Senate in collegial consultation with the College Administration and the Board of Trustees.

B400.1.8 Serve as ex-officio member of the College Foundation.

B400.1.9 Inform and/or solicit input from faculty on initiatives and issues from administration, State Academic Senate, Board of Trustees, Chancellors Office, Board of Governors, or State Legislature related to Academic and Professional Matters as defined by Title 5 of the California Code of Regulations.

B400.1.10 Meet bi-weekly with the Senate Executive Committee, or more frequently if needed, for consultation on Academic and Professional Matters, Senate meeting agendas and other Senate concerns.

B400.1.11 Conduct Senate elections and appointments in accordance with the Constitution and Bylaws.

B400.1.12 Provide training for new Senators on an annual basis in the fall semester of each academic year.

B400.1.13 Coordinate and facilitate a meeting of the Executive Committee and all Chairs, Faculty co-Chairs and Coordinators on at least an annual basis.

B400.1.14 Represent the Academic Senate at Faculty Recognition Day, Graduation, and other college functions as appropriate.

B400.1.15 Establish Senate ad hoc committees as necessary.

B400.1.16 Provide overall leadership and direction for the Academic Senate on Academic and Professional Matters.

B400.1.17 Attend one of the State Academic Senate Plenary sessions (fall or spring) annually to stay abreast of statewide concerns and initiatives of concern to faculty.

B400.1.18 Attend the State Academic Senate Leadership Institute the first year in office.

B400.1.19 Appoint advisors, who are faculty members, to the Senate as deemed necessary and proper, with consultation with Executive Committee.

**B401 *Vice President***

B401.1 In addition to those duties and responsibilities enumerated elsewhere in this Constitution and Bylaws, the Vice-President shall:

B401.1.1 Conduct Senate meetings and assume other duties assigned to the Senate President, as needed, in the absence of the President.

B401.1.2 Serve as liaison between Academic Senate and student representatives appointed to college governance committees. Meet once monthly with Associated Student Organization President and student representatives to share information and discuss current issues, and make a monthly report to the Senate Executive Committee and/or Academic Senate on significant issues.

B401.1.3 As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.

B401.1.4 In conjunction with the Senate President, provide training for new Senators on an annual basis in the fall semester of each academic year.

B401.1.5 Maintain liaison with the Senate Faculty Leadership of Standing Committees as well as Senate Representatives from other committees and provide monthly reports to the Senate Executive Committee.

B401.1.6 Maintain and update the Senate Faculty Handbook in consultation with the Senate Executive Committee.

B401.1.7 Other duties as assigned by the Senate President.

**B402 *First Executive Officer***

B402.1 In addition to those duties and responsibilities enumerated elsewhere in this Constitution and Bylaws, the First Executive Officer shall:

B402.1.1 Maintain and update the Constitution and Bylaws in consultation with the Senate Executive Committee *and the Legislative Liaison*.

B402.1.2 As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.

B402.1.3 Other duties as assigned by the Senate President.

**B403 *Second Executive Officer***

B403.1 In addition to those duties and responsibilities enumerated elsewhere in this Constitution and Bylaws, the Second Executive Officer shall:

B403.1.1 In consultation with the Senate President, provide ongoing communication with faculty as needed including the production of the Senate newsletter.

B403.1.2 In consultation with the Senate President, conduct an annual faculty survey to determine the academic and professional matters that are of most concern to faculty.

B403.1.3 As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.

B403.1.4 Other duties as assigned by the Senate President.

**B404 *Legislative Liaison***

B404.1 In addition to those duties and responsibilities enumerated elsewhere in this Constitution and Bylaws, the Legislative Liaison shall:

B404.1.1 Serve on the Legislative Committee.

B404.1.2 Inform the Senate at least twice a semester or in a timely manner on matters before the state legislative as identified by the Legislative Committee and/or statewide Academic Senate.

B404.1.3 Solicit feedback from the Academic Senate to present to the Legislative Committee when applicable.

B404.1.4 Attend conferences on state legislative and statewide Academic Senate as needed.

**B405 *Chairs, Faculty co-Chairs and Coordinators***

B405.1 All Chairs, Faculty co-Chairs and Coordinators have the following duties:

B405.1.1 Present year's beginning Committee Goals report to the Executive Committee within the first 30 days of the Fall Semester.

B405.1.2 Report the progress and/or accomplishments of their committee at least twice a semester to the Academic Senate.

B405.1.3 Present a written year-end report to the Senate.

B405.2 Academic Policies and Procedures

B405.2.1 The term for the Faculty co-Chair of the Academic Policies and Procedures Committee shall be three years.

B405.2.2 Duties of the Faculty co-Chair of Academic Policies and Procedure Committees shall include:

- a. Reviews and sets agenda with Vice President of Academic Affairs.
- b. Reviews all agenda materials (course proposals and outlines) for completeness and accuracy.
- c. Acts as liaison between Academic Senate and AP&P Committee; confers with Senate President on curriculum and academic policies and procedures.
- d. Chairs bi-monthly meetings; meets once a month with Technical Review Committee.
- e. Works with Academic Affairs Specialist on all committee matters and curriculum concerns.
- f. Researches issues of academic policy and/or procedure as needed (i.e. distance learning, plus/ minus grading, prerequisites, IMPAC, Information Competency, Education Code and Title 5 regulations, etc.).
- g. Creates, reviews, and revises Course Proposal Forms, Course Outlines of Record, and other forms necessary for course and program development; maintains currency of AP&P Standards & Practices Handbook.
- h. Chairs AP&P ad hoc committees as they arise; serves on other campus committees as needed regarding curriculum issues.
- i. Attends state level conferences regarding curriculum issues; stays in contact with Academic State Senate's Curriculum Committee and the Systems Office regarding curriculum regulations and practices.
- j. Holds workshops for faculty regarding curriculum policies and/or procedures.
- k. Meets with divisions to discuss curriculum policies and/or procedures for course development.
- l. Sits as a standing member of the Matriculation Committee and the ad hoc Assessment Committee.
- m. Consults with Program Review Coordinator on policy/process matters.
- n. Consults with Institutional Research Technician on Course Validation Studies.
- o. Works with faculty needing assistance in developing courses and programs.
- p. Is a resource for the following:

Distance Education and Technology Committee

Student Learning Outcomes Committee

Deans and Educational Directors

Corporate and Community Education

Cal Works

Learning Communities

q. Works with Academic Affairs Technician on catalog revisions.

### B405.3 Outcomes

B405.3.1 The term for the Faculty co-Chair of the Outcomes Committee shall be three years.

B405.3.2 Duties of the Faculty co-Chair of the Outcomes Committee shall include:

- a. Chair bi-monthly (or as needed) meetings with committee.
- b. Continue to monitor and advocate, a campus-wide plans for the continued upkeep of SLOs/PLOs, action plans and accompanying assessment.
- c. Continue to coordinate all campus SLOs/PLOs, action plans and assessment efforts.
- d. Meet with divisions and areas to facilitate the continued assessing of SLOs/PLOs and action plans for courses and programs.
- e. Work closely with the institutional researcher in developing and maintaining a record of assessment tools.
- f. Coordinate workshops for campus SLO/PLOs, action plans and assessment training with inside and outside speakers.
- g. Propose connections to current campus practices on SLOs/PLOs, action plans and assessment.
- h. Maintain an archive record in support of data for accreditation, program review, and curriculum issues.
- i. Disseminate information on current trends on SLOs/PLOs from conferences and workshops that are relevant to faculty, student services, and administration.
- j. Oversee development and updating of an Outcome Committee website.
- k. Keep up-to-date on state and national information on SLOs/PLOs, action plans and assessment techniques.

- l. Be a resource person for any questions on SLOs, PLOs, ILOs, action plans, and assessment .
- m. Ex-officio voting member of Program Review.
- n. Be a liaison to AP&P.
- o. Run reports to ensure adherence to deadlines for establishing SLOs/PLOs, assessment data, and action plans in Weave.
- p. Monitor CurricUNET for approval of SLO/PLO revisions and work with faculty as needed to ensure compliance.

#### B405.4 Distance Education and Technology

B405.4.1 The term for the Faculty co-Chair of the Distance Education and Technology Committee shall be three years.

B405.4.2 Duties of the Faculty co-Chair of the Distance Education and Technology Committee shall include:

- a. Chair bi-monthly meetings with the Distance Education Committee.
- b. Sit by position on the IT committee
- c. Advocate and monitor campus-wide implementations of distance education activities.
- d. Work with divisions to facilitate the establishment of distance education courses and programs.
- e. Act as a resource person for any questions regarding distance education.
- f. Act as a liaison to the AP&P committee and Blackboard® and Turnitin®, particularly the BlackBoard-Turnitin integration .
- g. Attend (virtually) the statewide Chancellor's Office Monthly DE Coordinators and Managers meetings.
- h. Coordinate workshops and training for distance education .
- i. Gather and identify samples of effective distance education best practices.
- j. Maintain records in support of data for accreditation, program review, and curriculum issues.
- k. Disseminate information on distance education conferences and workshops that are relevant to faculty, student services, and administration.
- l. Oversee development and updating of a distance education website.
- m. Keep up-to-date on state and national information on distance education.

n. Report at least twice a semester to the Academic Senate.

#### B405.5 Equivalency

B405.5.1 The term for the Chair of the Equivalency Committee shall be two years.

B405.5.2 Duties of the Chair of the Equivalency Committee shall include:

- a. Schedule meetings as needed.
- b. Reviews and sets agenda.
- c. Reviews Equivalency Procedure annually with committee.
- d. Researches and reviews current Statewide established minimum qualifications.
- e. Informs faculty about new or revised statewide minimum qualifications for each discipline.
- f. Resource person regarding Equivalency Procedure and general questions on equivalency development.
- g. Reviews with committee Equivalency Procedure for possible recommendations for revision to Academic Senate.

#### B405.6 Honors Coordinator

B405.6.1 The term for the Coordinator of the Honors Committee shall be three years.

B405.6.2 The duties of the Honors Program Coordinator shall include, but not be limited to, the following activities:

- a. Chair and hold regular Honors Committee meetings.
- b. Recruit students during fall, intersession, spring and summer to join the Honors program.
- c. Manage and maintain Honors website and email group
- d. Market and promote Honors courses during fall, intersession, spring and summer
- e. Update and implement honors course proposals and honors options procedures for faculty.
- f. Monitor fall and spring course enrollment during Intersession and summer
- g. Implement a process for the Honors committee to approve honors course proposals and honors options.

- h. Oversee honors options for fall, intersession, spring and summer
- i. Recruit and meet with interested and potential honors faculty.
- j. Manage a basic Honors Program budget.
- k. Choose honors classes for committee review during the semester prior to the one in which such classes will be offered; schedule honors classes; submit honors classes to AVC schedule of classes.
- l. Implement honors faculty, program, and student evaluation.
- m. Update and enforce honors student eligibility requirements.
- n. Coordinate with Student Development in the recruitment of high school students through a variety of methods, including, but not limited to announcements and the evaluation of AVC assessment test scores. Recruitment of AVC students are gathered by campus faculty recommendations.
- o. Interview and conference new and continuing honors students; keep honors student files.
- p. Give at least two reports to the Academic Senate; along with the Academic Senate President maintain contact with the Office of Academic Affairs.
- q. Attend conferences such as the National Collegiate Honors Council Conference and the Western Regional Honors Council; maintain membership with the California Honor's Society and other similar organizations.
- r. Update and circulate Honors Program publicity in the form of brochures, flyers, and so forth.
- s. Facilitate the distribution of AVC Dean's list and President's list during Intersession and summer, including congratulatory letters to the students.
- t. Organize and host the annual AVC Honors Convocation.
- u. Assist AVC Foundation in the selection of the Dr. Mistry Award
- v. Attend or designate representative for UCs TAP meetings, HTCC meetings, site visits, and participate in the development of major projects in conjunction with UCs, CSUs and HTCC.
- w. Advise (with Society members' consent) the AVC Honors Society-Alpha Iota.

#### B405.7 Faculty Professional Development

B405.7.1 The term for the Faculty co-Chair of the Faculty Professional Development Committee shall be three years.

**B405.7.2 Duties of the Faculty co-Chair of the Faculty Professional Development Committee shall include:**

- a. Surveying the faculty to determine needs and requests for yearly, academy and colloquia presentations.
- b. Select speakers/presentations for yearly Faculty Professional Development Program. This includes the following:
  - Research and gather information on various topics and speakers
  - Contact speakers from either AVC faculty or from off campus
  - Make room and time arrangements
  - Maintain a calendar of events
- c. Create, review, and maintain all records on the following:
  - Faculty attendance for salary advancement for both fulltime and adjunct (information will be forwarded to HR and VP)
  - Full-time and Part-time faculty plans, contracts, and end-of-semester evaluation sheets
  - Evaluation sheets for future repeat or new presentations/workshops
  - Prepare and monitor budget
- d. Holding bimonthly committee meetings to discuss and review activities, guidelines, and procedures.
- e. Additional duties necessary to maintain the Faculty Professional Development Program include the following:
  - Report at least twice a semester to the Senate
  - Maintain correspondence with on/off campus speakers
  - Review and allocate budget needs
  - Design and create Faculty Professional Development Book
  - Attend conferences related to faculty professional development
  - Meet with faculty and administration to discuss activities, programs, and procedures
  - Create flyers to help publicize professional development activities
  - Update forms and online documents

**B405.8 Program Review**

**B405.8.1** The term for the Coordinator of the Program Review Committee shall be three years.

B405.8.2 Duties of the Coordinator of the Program Review Committee shall include:

- a. Maintain and update the schedule of programs conducting comprehensive reviews in consultation with the Dean of Institutional Effectiveness, Research and Planning and the president/superintendent, deans, directors, or coordinators responsible for areas/programs.
- b. Orient district employees to the self-study process and assist the members of the self-study teams in the preparation of the self-study reports by conducting or providing staff development training. The Program Review Faculty Co-chair will assist the Dean of Institutional Effectiveness, Research and Planning in supporting self-study writers with:
  - The use of institutional and environmental data.
  - The use of outcome findings data and action plans.
  - Preparation and administration of stakeholder surveys and/or other appropriate stakeholder data.
  - Development of goals, objectives, and prioritized lists of resource needs.
  - Use of WEAVE for annual update reports.
- c. Monitor progress and completion of program review work throughout the district.
- d. Chair bi-monthly (or as needed) meetings with the Program Review Committee.
- e. Work with the Budget Committee to connect program review and budget decisions.
- f. Work with the Accreditation Liaison Officer and the Faculty Accreditation Coordinator to improve the program review process.
- g. Work with the Dean of Institutional Effectiveness, Research and Planning to ensure the Program Review Committee conducts regular evaluations of the program review procedures and recommend changes to the Academic Senate and appropriate administration.
- h. Manage the peer review activities of the Program Review Committee with:
  - Developing a plan, timetable, and assignments for peer review activities.
  - The review of all self-study reports, comprehensive and annual update, in relation to the standards.
  - Defining areas that need verification or clarification.
  - Drafting the peer review report for comprehensive reports.

- i. Assist the Dean of Institutional Effectiveness, Research and Planning in posting program review reports on the Program Review website.
- j. Assist the Dean of Institutional Effectiveness, Research and Planning in posting Program Review Committee agendas and minutes on the Program Review website.
- k. Place hard copies of current comprehensive and corresponding peer review reports in the College Library.

B405.8.3 Desirable qualifications of the Coordinator of the Program Review Committee shall include:

- a. Demonstrated ability to organize schedules, work activities, and committees.
- b. Demonstrated ability to work cooperatively with all college staff and administration.
- c. Participation in Strategic Planning and Budget Council activities or broad based experience in facilities and educational planning.
- d. Involvement in accreditation standards or Steering Committee activities.
- e. Experience in program evaluation in educational institutions, private industry, or public agencies.

#### B405.9 Tenure Review

B405.9.1 The Tenure Review Coordinator is accountable first to the Collective Bargaining Agent and secondly to the Senate and Administration for following the Tenure and Evaluation policy and procedures.

B405.9.2 The term for the Coordinator of the Tenure Review Committee shall be three years.

B405.9.3 Duties of the Coordinator of the Program Review Committee shall include:

- a. Coordinate, in conjunction with Academic Senate, selection of tenured faculty to participate on evaluation teams.
- b. Oversee that evaluation teams are organized for probationary faculty according to the Tenure and Evaluation Policy.
- c. Coordinate and conduct the initial orientation of the Evaluation and Tenure process for the peer evaluation teams.

- d. Coordinate and conduct the initial orientation of the Evaluation and Tenure process for the probationary faculty.
- e. Be a resource person to probationary evaluation teams to ensure that they function according to policy guidelines.
- f. See that all evaluation procedures for probationary faculty are completed in a timely manner.
- g. In coordination with the Vice President of Academic Affairs, interpret the Tenure and Evaluation Policy if questions arise.
- h. Refer any grievances arising from the evaluation of probationary faculty to the Due Process Committee.
- i. Coordinate all issues that affect the operation of the evaluation teams.
- j. Conduct "end-of-the-year" survey to determine effectiveness of policy and recommendations for improvement.
- k. Submit recommendations for revision of policy to Tenure and Review Committee.

#### B405.10 Faculty Accreditation

B405.10.1 The Faculty Accreditation Coordinator will be selected by the Academic Senate, after consultation with the college president and Accreditation Liaison Officer per mutual agreement, to oversee the self study process.

B405.10.2 There is no set term of office for the Faculty Accreditation Coordinator.

B405.10.3 The Faculty Accreditation Coordinator, in consultation with the Accreditation Liaison Officer (Vice President of Academic Affairs), will perform the following duties:

- a. Attend the ACCJC Accreditation Training for evaluation.
- b. Attend the statewide Academic Senate Accreditation Institute.
- c. Establish and coordinate subcommittees that contribute to the self study.
- d. Provide campus training on the purpose, standards, and documentation requirements.
- e. Assist in the collection of data.
- f. Be Faculty co-Chair of the Accreditation Steering Committee.
- g. Recruit members from campus community, as well as local community to participate in self-study.

- h. Provide support to the standard committees.
- i. Oversee the writing of the final draft of the self-study.
- j. Write the self-study background, themes, and Planning Summary sections.
- k. Coordinate and develop documentation files.
- l. Coordinate visiting team schedule and appointments.
- m. Present updates either via memo, newsletter, and forums on the progress of the self-study and review final draft with college campus constituents.
- n. Update the Academic Senate at least twice per semester.
- o. Present updates and review final report to the Board of Trustees.
- p. Monitor all activities that affect Substantive Changes and submit reports to ACCJC when appropriate. Sufficient reassign time is required, according to local governance and contractual agreements.

**B406 *Senate Representatives***

B406.1 All Chairs, Faculty co-Chairs and Coordinators have the following duties:

B406.2 Present year's beginning Committee Goals report to the Executive Committee within the first 30 days of the Fall Semester.

B406.3 Report the progress and/or accomplishments of their committee at least twice a semester to the Academic Senate.

B406.4 Present a written year-end report to the Senate.

## **Article V - Academic Ranking**

### **B500 *Academic Ranking***

B500.1 Academic Ranking is a celebration of personal and professional achievement, life-long learning in both occupational and academic fields, and commitment to the AVC community. It appropriately recognizes the community college professor with the faculty of other segments of higher education, establishes the professor's position in the academic and general communities, enhances professional and academic prestige, and increases the reputation of the college.

B500.2 Research, creativity, and scholarship play an important role in faculty, program and course development contributing to both individual professional fulfillment and teaching excellence. The Antelope Valley College Academic Senate encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Therefore, Scholarly Work is valued in its role in both professional development and student success.

B500.3 Academic Ranking is a separate and strictly an honorary title bestowed by the Academic Senate under its authority under the Constitution §102.2. It is not attached to salary, nor is it a merit plan for salary increases.

B500.4 Academic Ranking at Antelope Valley College shall consist of the following:

B500.4.1 Instructor

B500.4.2 Adjunct Instructor

B500.4.3 Adjunct Assistant Professor

B500.4.4 Assistant Professor

B500.4.5 Associate Professor

B500.4.6 Professor

B500.4.7 Professor Emeritus

B500.5 Scholarly Activity

B500.5.1 Research, creativity, and scholarship play an important role in faculty, program and course development contributing to both individual professional fulfillment and teaching excellence. The Antelope Valley College Academic Senate values and encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Scholarly activities are research based or creative works that are peer reviewed and publicly disseminated both on and off campus.

B500.5.2 Faculty members may participate in a wide range of activities which might include applied and theoretical research, imaginative productions of works of literature, music and fine arts, or the application of knowledge to further and improve their respective fields. Such activities lead to discovery and integration of new knowledge, technologies, and understanding.

B500.5.3 Sample Scholarly Work List (Research, Teaching, Organization, Leadership, Service)

B500.5.3.1 The Academic Senate recognizes the following list of widely accepted examples of Scholarly works, but this list is not inclusive in considering the application for Academic Ranking.

- Grants (authorship and administration-project manager, )
- Publications (peer-reviewed journals/publications, author/editor of selected chapters of books/textbooks, clinical or professional series, case presentations, book reviews),
- Presenting or conducting a seminar at local, regional, or national meeting
- Leadership on national, state and regional committees (conference chairs, state senate, and national organizations) related to faculty member's academic field or higher education.
- Research Projects (Theory driven, policy and practice, localized or regional studies, updating/enriching knowledge)
- Invitational or juried exhibitions (In fields such as music, performing arts, and art, performance and juried/curated exhibition may be counted as research activity.)
- National or state awards recognizing excellence in a discipline or area
- Organizing professional conferences, panels, special sessions, or contributing to their organization, for example as session chair or co-chair and other scholarly activities at such conferences or symposiums.
- Acting as referee for papers submitted to scholarly journals, proceedings and for monographs.

- Completion of an additional degree (Bachelor's or Advanced) post hire date.

## **B501 *Process for Submitting an Application for Academic Ranking***

B501.1 Faculty members wishing to change their academic ranking status must submit the Application for Academic Ranking to the Academic Senate Office.

B501.1.1 The faculty member seeking a change in academic ranking may request an application from the AVC Senate Office or download the form from the Academic Senate home page under the Documents section.

B501.1.2 Applications shall include detailed evidence clearly matching each criterion with the supporting rationale and documentation.

B501.1.3 The faculty member shall return the completed application with the appropriate accompanying documentation.

B501.2 Submitted applications will be reviewed, verified and approved or denied by the Vice President, First and Second Executive Officers.

B501.2.1 The Vice President, First and Second Executive Officers shall make the final determination as to the validity of the evidence submitted.

B501.2.2 In the case where the Vice President, First and Second Executive Officers question the evidence's validity, they shall solicit opinions from faculty members of the discipline other than the submitter to help resolve their questions.

B501.2.2.1 In the case where there is only one faculty member in the discipline, the Vice President, First and Second Executive Officers shall solicit opinions from faculty members of the department.

B501.3 Approved faculty requests shall then be presented to the AVC Senate as an information item.

B501.4 Upon approval of the faculty member's request, the application will be signed by the Academic Senate President.

B501.4.1 Notification of the approval shall be sent to the College President/Superintendent for the school's acknowledgement.

B501.1.1 The faculty member shall be notified by letter.

B501.4.2 Upon denial of any faculty member's application for a change in academic ranking, the applicant will be notified by letter.

B501.4.3 The letter shall include a brief explanation for the denial of the request.

B501.4.4 The letter will also contain information regarding the process to appeal the decision as delineated in §B503.0 and to resubmit a new application

## **B502 *Academic Ranking Criteria***

### **B502.1 Criteria for Full Time Faculty**

#### **B502.1.1 Instructor**

B502.1.1.1 All non-tenured faculty members shall be ranked as instructor.

#### **B502.1.2 Assistant Professor**

B502.1.2.1 Any full time faculty member at Antelope Valley College who has gained tenure shall be granted the rank of Assistant Professor.

#### **B502.1.3 Associate Professor**

B502.1.3.1 Any tenured faculty member who has held the rank of Assistant Professor at Antelope Valley College for two years and has completed one of the following criteria after that faculty member's official hire date, may apply for the rank of Associate Professor.

B502.1.3.1.1       Nine semester units of additional upper division or graduate units from an accredited institution.

B502.1.3.1.2       Twenty-seven hours of additional training (excluding continuing education units), additional certification in occupational experience or industry recognized certifications.

B502.1.3.1.3       Two professional achievements as defined in §B500.5.

#### **B502.1.4 Professor**

B502.1.4.1 Any faculty member who has held the rank of Associate Professor at Antelope Valley College for two years and has completed two professional achievements as defined in §B500.5 after that faculty member has been granted the rank of Associate Professor, may apply for the rank of Professor.

## B502.2 Criteria for Adjunct Faculty

### B502.2.1 Adjunct Instructor

B502.2.1.1 Any adjunct faculty member hired as an adjunct shall be considered an Adjunct Faculty.

### B502.2.2 Adjunct Assistant Professor

B502.2.2.1 Any adjunct faculty member at Antelope Valley College who holds a Bachelors Degree plus 4 years of service, or a Masters Degree plus 2 years of service, or a Doctorate plus one year of service and one professional achievement after that faculty member has been granted the rank of Adjunct Instructor, may apply for the rank of Adjunct Assistant Professor.

B502.2.2.2 “Adjunct Assistant Professor” is the highest ranking an adjunct faculty member may obtain.

### B502.2.3 Professor Emeritus

B502.2.3.1 Retired faculty members may apply for the rank of Professor Emeritus.

B502.2.3.2 The application for academic ranking for Professor Emeritus must include evidence of both full-time employment of no less than ten years as a faculty member as well as the conferment of the rank of full Professor at Antelope Valley College.

B502.2.3.3 Recognition of emeritus faculty shall include, upon request, the following privileges, benefits, and courtesies:

B502.2.3.3.1 An official document certificate verifying emeritus status of faculty member endorsed by the Academic Senate President,

B502.2.3.3.2 An AVC ID that lists Professor Emeritus status,

B502.2.3.3.3 A business card which indicates status as an emeritus faculty member at Antelope Valley College,

B502.2.3.3.4 Courtesy campus parking with a faculty sticker,

B502.2.3.3.5 Access and use of AVC Library print collection

B502.2.3.3.6 An invitation to participate in AVC public ceremonies.

B502.2.3.3.7 Continued access and use of AVC email account.

### **B503 Appeals**

B503.1 A petition to appeal the Academic Ranking denial shall be submitted to the Executive Committee.

B503.1.1 When received, the Executive Committee shall notify the Senate of the appeal as an information item.

B503.1.2 The petition must identify the specific reasons for the appeal, as well as the relief sought.

B503.2 The Executive Committee shall convene a hearing within two weeks of receiving the petition to examine the nature of the appeal and hear any evidence in support of the appeal.

B503.2.1 The hearing shall be closed to all except the Executive Committee, the petitioner and those who have been called to proffer evidence.

B503.2.2 Those giving evidence shall only be allowed at the hearing during their testimony.

B503.2.3 Within two weeks of the hearing, the Executive Committee shall make a determination regarding the appeal, and announce their decision to the Senate at the next regular meeting after the decision.

B503.2.3.1 Should the Executive Committee be unable to come to a determination, e.g. are deadlocked, then the appeal shall be denied.

B503.2.4 The decision is final and there can be no further appeal regarding the decision.



## APPENDIX A

### ***A100.0 Senate Work Documents***

A101.1 Academic Ranking Application Form



A102.0 Professor Emeritus Application Form



A103.0 Equivalency Form



ACADEMIC SENATE  
Minimum Qualification and Equivalency Review Form

The discipline faculty in the \_\_\_\_\_ division/area have reviewed the most current [2018 Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) for the following disciplines \_\_\_\_\_.

The discipline faculty agree that: (Select **only one**)

- an equivalency for this discipline is not needed.** *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.**
- the current (within the last three years) Academic Senate approved equivalency does not need revision.** *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: \_\_\_\_\_

Academic Senate Representative

Academic Senate Representative

Discipline Faculty:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Equivalency Committee Approval:*

*Member Initials:*

\_\_\_\_\_  
*Equivalency Committee Chair*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
\_\_\_\_\_

Equivalency Procedure Approved: May 31, 2007 Senate Meeting  
9/6/07- MQ Form established; revised 10/19/10

A104.0 Calendars



## A200.0 Standing Committee Information

### A201.0 – Academic Policies and Procedures

#### A201.1



**College Coordinating Council  
Committee Information Sheet**

### AP&P Committee 2019-2020

<i>Committee Name</i>				
	<b>Appointed By</b>	<b>Individual</b>	<b>Term</b>	<b>Expiration Date</b>
<b>Co-chair</b>	Senate – Social & Behavioral Sciences	Kathryn Mitchell	2 of 3	June 30, 2021
<b>Co-chair</b>	Position – Executive VP of Academic Affairs	Dr. Les Uhazy	Standing	Standing Member
<b>Member</b>	Position – Articulation Officer	Dr. Jessica Eaton	Standing	Standing Member
<b>Member</b>	Senate – Career Technical Education	Dr. Maria Clinton	2 of 3	June 30, 2021
<b>Member</b>	Senate – Career Technical Education	Ms. Deborah Sullivan-Ford	3 of 3	June 30, 2020
<b>Member</b>	Senate – Health & Safety Sciences	Mr. Michael Hutchison	2 of 3	June 30, 2021
<b>Member</b>	Senate – Health & Safety Sciences	TBA	3 of 3	June 30, 2019
<b>Member</b>	Senate – Math, Science & Engineering	Dr. Mark McGovern	3 of 3	June 30, 2020
<b>Member</b>	Senate – Math, Science & Engineering	James Dorn	1 of 3	June 30, 2022
<b>Member</b>	Senate – Rhetoric & Literacy	Ms. Jeffrie Ahmad	3 of 3	June 30, 2020
<b>Member</b>	Senate – Rhetoric & Literacy	Mr. Richie Neil Hao	3 of 3	June 30, 2020
<b>Member</b>	Senate – Social & Behavioral Sciences	Dr. Ron Chapman	2 of 3	June 30, 2021
<b>Member</b>	Senate – Social & Behavioral Sciences	Dr. Ibrahim Ganley	3 of 3	June 30, 2020
<b>Member</b>	Senate – Arts & Humanities	Ms. Cindy Littlefield	2 of 3	June 30, 2021
<b>Member</b>	Senate – Arts & Humanities	Mr. Terry Rezek	2 of 3	June 30, 2021
<b>Member</b>	Senate – Library / DE Liaison	Dr. Scott Lee	Standing	Standing Member
<b>Member</b>	Senate – Student Services / Counseling	Mr. Luis Echeverria	1 of 3	June 30, 2022
<b>Member</b>	Senate – Adjunct	TBA	1 of 3	June 30, 2022
<b>Member</b>	Administrative Position – Dean	Greg Borman	2 of 3	June 30, 2021
<b>Member</b>	Administrative Position – Dean	Riley Dwyer	3 of 3	June 30, 2019
<b>Member</b>	Administrative Position – Dean	Ms. LaDonna Trimble	1 of 3	June 30, 2022
<b>Member</b>	Student Representative	<i>Vacant</i>	1 of 1	June 30, 2020
<b>Advisory</b>	Student Representative	<i>Vacant</i>	1 of 1	June 30, 2020

**Type of Committee/Authority:**

The Academic Senate standing committee.

**Purpose:**

The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college. This may include, but is not limited to policies and practices concerning: 1) Curriculum, including establishing prerequisite and policy courses within the disciplines; 2) Degree and certificate requirements; 3) Grading policies; 4) Educational program development; 5) Standards or policies regarding student preparation and success; 5) District and college governance structures as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; 8) policies for faculty professional development activities; 9) Processes for program review; 10) Processes for institutional planning and budget development; 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate (Title 5 §53200)

CCC Form 9/12/2017

<b>Academic Policies &amp; Procedures (AP&amp;P)</b>		<b>Co-Chairs:</b> <b>Dr. Darcy L. Wiewall</b> <b>Riley Dwyer</b>
<b>Annual Report</b> <i>2018-2019</i>		
<b>List Committee Goals for 2017-2018</b>		
<b>I.</b>	Approve the 222 courses and 44 programs and certificates needing review and revision as per Title 5 requirements during 2017 fall semester in order to remain in good standing and inclusion in the 2019-2020 catalog.	
<b>II.</b>	Continue to develop new ADT programs, programs and certificates.	
<b>III.</b>	Review, revise, and approve the 2018-2019 Discipline List (Title 5: 53400-53430).	
<b>IV.</b>	Review, revise and approve the Credit by Exam and the Instructional Materials Fee lists.	
<b>V.</b>	Created a Task Group to review BP 4020 and AP 4021 policies and provide recommendations for revision.	
<b>VI.</b>	Assist in the CurricUNET to eLUMEN transition as needed.	
<b>VII.</b>	Make all the necessary changes to curriculum in regards to AB705.	
<b>Describe accomplishments made to meet your committee goals:</b>		
<b>I.</b>	The goal was surpassed. The committee approved 258 revised courses, 43 new courses, 64 course deactivations, and 13 new Corporate Community Education courses. We approved 13 new programs, revised 65 programs and deactivated 3 programs.	
<b>II.</b>	Approved two new ADT programs: Elementary Teacher Education and Nutrition and Dietetics	
<b>III.</b>	Revised and approved the Credit by Exam list.	
<b>IV.</b>	Revised the 2018-2019 Discipline list (Title 5: 53400-53430) and the Instructional Materials Fee list; pending approval at 5.25.19 meeting.	
<b>V.</b>	Developed the requested eLumen Descriptors for Methods of Instruction and Methods of Evaluation.	
<b>VI.</b>	Made recommendations to the Senate that the District develop policy and procedures for students to receive Credit for Prior Experiential Learning (CPL) based on existing Title 5: 71770 Admissions Standards and Transferred Credits Policy. Developed a Credit for Prior Experiential Learning (CPL) Procedures and petition form.	
<b>VII.</b>	The BP 4020/AP 4021 Task Group will continue to review procedures and will present a report at the beginning of Fall 2019 semester.	
<b>What did your committee accomplish to further the College Mission?</b>		
<b>Mission:</b> The Academic Policies & Procedures Committee (AP&P) is a standing committee of the Academic Senate. Its main responsibility is to oversee the development, review, renewal, and recommendation of curriculum to be approved by the Board of Trustees (Title 5: 55002). Curriculum review and development necessarily reflect the collegial decision to meet student needs for course work that is encompassed within basic skills, general education, transfer, and major programs of study, which include a wide array of occupational and liberal arts disciplines and areas. In addition, the process for establishing prerequisites, co-requisites, advisories, and limitations on enrollment falls under the purview of the curriculum committee (Title 5: 53200-2040).		
<b>Accomplishments:</b> The committee contributed accomplished a number of goals to further the College Mission. First, reviewing, revising & approving the courses/programs that had to be revised as per Title 5 requirements in order to remain in good standing for the 2019-2020 College catalog. We contributed to the development of Associate Degrees and transfer/general education courses by approving two new Associate Degrees for Transfer Programs (ADT) in Elementary Teacher Education and Nutrition and Dietetics, as well as nine new local certificates and the Computer Engineering AS. We also revised the Credit by Exam list to further assist students in their educational goals. We have revised the Instructional Materials Fee list and the Discipline List verifying the courses currently offered are listed in their respect discipline areas		

A202 – Outcome

A202.1



**College Coordinating Council  
Committee Information Sheet**

**Outcomes Committee 2019-20**

	Appointed By	Individual	Term	Expiration Date
Faculty Co-Chair	Academic Senate	Dr. Glenn Haller	2 of 3	Jun. 30, 2021
Adm in. Co-Chair	Dean of Institutional Effectiveness, Research, and Planning	Dr. Meeta Goel	Standing Member	Standing Member
Adm in. Member	Academic Dean	TBD	2 of 3	Jun. 30, 2021
Adm in. Member	Student Services Dean	Vacant	1 of 3	Jun. 30, 2022
Research Analyst	Research Analyst – by position	Dr. Svetlana Deplazes	Standing Member	Standing Member
Div Faculty Rep	Library	Dr. Scott Lee	3 of 3	Jun. 30, 2021
Div Faculty Rep	Arts and Humanities	Vacant	1 of 3	Jun. 30, 2022
Div Faculty Rep	Arts and Humanities	Gary Heaton-Smith	3 of 3	Jun. 30, 2020
Div Faculty Rep	Career Technical Education	Stacey Adams	2 of 3	Jun. 30, 2021
Div Faculty Rep	Career Technical Education	Joe Owens	3 of 3	Jun. 30, 2020
Div Faculty Rep	Health and Safety Sciences	Wendy Stout	3 of 3	Jun. 30, 2020
Div Faculty Rep	Health and Safety Sciences	Candace Martin	2 of 3	Jun. 30, 2021
Div Faculty Rep	Math Sciences and Engineering	Vacant	1 of 3	Jun. 30, 2022
Div Faculty Rep	Math Sciences and Engineering	Dr. Cindy Hendrix	3 of 3	Jun. 30, 2020
Div Faculty Rep	Rhetoric & Literacy	Karen Heinzman	3 of 3	Jun. 30, 2020
Div Faculty Rep	Rhetoric & Literacy	Ronda Nogales	1 of 3	Jun. 30, 2022
Div Faculty Rep	Social & Behavioral Sciences	Vacant	1 of 3	Jun. 30, 2022
Div Faculty Rep	Social & Behavioral Sciences	Dr. Cynthia Lehman	3 of 3	Jun. 30, 2020
Div Faculty Rep	Counseling and Matriculation	Tiesha Klundt	3 of 3	Jun. 30, 2020
Adjunct Faculty	Academic Senate	Nathan Dillon	3 of 3	Jun. 30, 2020
Confidential Management	Confidential Management (OOs)	Vacant	1 of 3	Jun. 30, 2022
Classified Employee	Classified Union	Vacant	1 of 3	Jun. 30, 2022
ASO Rep	ASO – Non Voting Ad Hoc	Vacant	1 of 1	Jun. 30, 2020

**Type of Committee/Authority:**  
Academic Senate Standing Committee.

**Purpose:**  
Student Learning Outcomes (SLOs) are specific observable characteristics developed by faculty and staff that allow them to determine or demonstrate evidence that learning has occurred as a result of specific course, program, activity, or process. The SLO Committee will determine a campus-wide process for the uniform implementation and assessment of Student Learning Outcomes at the course, program, and department level. A Faculty Co-chair and the Dean of Institutional Effectiveness, Research, and Planning are responsible for chairing the committee and overseeing that the functions of the SLO Committee are met.

- Function:**
- Provide support and training
  - Recommend and provide samples of effective assessment tools
  - Provide connections to current campus practices

CCC Form 8/21/14

<b>Outcomes</b>		<b>Chairs/Co-Chairs: Dr. Glenn Haller/Dr. Meeta Goel</b>
<b>Year-End Committee Report</b>		
<i>Academic Year: 2018-19</i>		
<b>Mission:</b> <i>The Outcomes Committee provide specific observable characteristics developed by faculty and staff that allow them to determine or demonstrate evidence that learning has occurred as a result of a specific course, program, activity, or process. The Antelope Valley College Board of Trustees relies primarily on the Academic Senate for advice on educational program development, standards/policies regarding student preparation and success, degree and certificate requirements, and curriculum including prerequisites; thus the Committee for Student Learning Outcomes is an Academic Senate responsibility.</i>		
<b>List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)</b>		
<b>I.</b>	<b>Determine a system to collect outcome data and action plans until eLumen is in place.</b>	
<b>II.</b>	<b>Make recommendations to faculty on how to improve programs based on outcomes.</b>	
<b>III.</b>	<b>Have an active role in eLumen implementation.</b>	
<b>IV.</b>	<b>Continue to provide to support for accreditation.</b>	
<b>What accomplishments did the committee make toward each goal? Was the goal reached?</b>		
<b>I.</b>	A system has been created, but will not be implemented until June. We are hopeful this will work, but is as yet untested.	
<b>II.</b>	The Faculty co-Chairs of Outcomes and Program Review worked in concert and the two committees came up with several recommendations and implemented a new area on the Program Review template to make the Outcomes more relevant to the Program Review.	
<b>III.</b>	There was some involvement from Outcomes in the eLumen implementation, but that ended nearly completely in January.	
<b>IV.</b>	Outcomes continues to do everything in its power to maintain data gathering and assessment at the levels as before, and to help the faculty create effective Action Plans.	
<b>What obstacles (if any) did the committee encounter in trying to accomplish each goal?</b>		
<b>I.</b>	Several times during the year there was a start and stop regarding eLumen. It wasn't until the very end of the year that Outcomes finally was able to determine a working system.	
<b>II.</b>		
<b>III.</b>	There was a move from Outcomes on eLumen to Curriculum on eLumen by the Implementation Committee. At that point, any role we had ended.	
<b>IV.</b>	One of the major recommendations as well as the QFE had to do with the Outcomes component of eLumen. Since the move of emphasis from Outcomes to Curriculum on eLumen, the committee was unable to continue forward in this area of support.	
<b>General Observations or Comments</b>		
<b>The start and stop of the implementation of eLumen, and now the emphasis on Curriculum in eLumen – while understandable to the committee – has slowed and possibly stopped the great momentum the campus had in gathering data and assessing.</b>		

## Distance Education and Technology Committee 2019 – 2020

	B504 <i>Appointed By</i>	B505 <i>Individual</i>	B506 <i>Term</i>	B507 <i>Expiration Date</i>
<b>Co-Chair</b>	Academic Senate – Faculty	Perry Jehlicka	2 of 3	June 30, 2021
<b>Co-Chair</b>	V.P. of Academic Affairs or Designee	Greg Bormann	Standing Member	Standing Member
<b>Admin. Member</b>	Administrative Council – Dean		1 of 2	June 30, 2020
AP&P Representative	Academic Senate (AP&P)	Dr. Scott Lee	1 of 2	June 30, 2020
Counseling Faculty Rep.	Academic Senate	<i>Stephanie Mattila</i>	1 of 2	June 20, 2020
Faculty Member	Academic Senate	Jim Bowen	1 of 2	June 30, 2020
Faculty Member	Academic Senate	Mary Jacobs	1 of 2	June 30, 2020
Faculty Member	Academic Senate	<i>Ken Lee</i>	1 of 2	June 30, 2021
Faculty Member	Academic Senate	<i>Dr. Ariel Tumbaga</i>	1 of 2	June 30, 2021
AVFCT Member	Faculty Union	John Toth	1 of 2	June 30, 2020
ITS Mngmt. Member	ITS Management Representative	Dean LoNigro	1 of 2	June 30, 2020
ITS - Alternative Media Spec.	Alternative Media Specialist	Ken Sawicki	Standing Member	Standing Member
IMC Representative	IMC	<i>Shirlene Thatch</i>	1 of 2	June 30, 2020
ITS Technical Trainer	ITS Technical Trainer	<i>Greg Krynen</i>	Ex-Officio	Standing Member
Learning Management Systems Administrator	ITS	<i>Mike Wilmes</i>	Ex-Officio	Standing Member
Classified Union	Classified Union	<i>Sheri Langaman</i>	1 of 2	June 30, 2021
Instructional Designer			1 of 2	
ASO Member	ASO Representative	VACANT	1 of 1	June 30, 2019

<b><i>Distance Education and Technology Committee</i></b>		<b>Chairs/Co-Chairs: Perry Jehlicka/Greg Bormann</b>
<b>Year-End Committee Report</b>		
<i>Academic Year: 2018-2019</i>		
<b>Mission: Enter the committee's mission statement</b>		
The Distance Education and Technology Committee is charged with developing guidelines for the delivery of distance education that will maximize student opportunities for success. The committee makes recommendations to the Academic Senate on issues related to distance education, examines distance education practices for the purpose of developing best practice guidelines, and acts as a resource for technical matters related to academic computing.		
The Distance Education and Technology Committee's mission is two-fold: first, to assist in the planning and implementation of the Technology Medicated Instruction (TMI) used by instructors and staff in the preparation of educational materials; and second, to provide guidance and recommendation in the pedagogical development and technology in both traditional and distance education.		
<input type="checkbox"/> Reviews new and revised Distance Education courses as part of the AP&P course approval process <input type="checkbox"/> Address problems with academic computing, including course management system <input type="checkbox"/> Selects the course management system for the College <input type="checkbox"/> Works closely with the Academic Senate and IT Committee		
<b>List Committee Goals for the Academic Year (as reported on the Annul Committee Goal sheet)</b>		
<b>I.</b>	<b>Develop an AVC Online redesign plan by the end of Spring 2019 and a corresponding implementation action plan in collaboration with ITS</b>	
<b>II.</b>	<b>Develop a faculty certification program for the campus</b>	
<b>III.</b>	<b>Update the DETC Faculty Handbook</b>	
<b>IV.</b>		
<b>What accomplishments did the committee make toward each goal? Was the goal reached?</b>		
<b>I.</b>	<b>AVC Online redesign is in progress, we have settled on a design but are still in the process of the redesign.</b>	
<b>II.</b>	<b>We did not accomplish a faculty certification program, we have started the process. The goal was put on hold with the school hiring a full-time instructional designer to help with this goal.</b>	
<b>III.</b>	<b>We have finished this goal.</b>	
<b>IV.</b>		
<b>What obstacles (if any) did the committee encounter in trying to accomplish each goal?</b>		
<b>I.</b>	<b>The AVC Redesign was slowed with the loss of our web designer. Not having a web designer to help with the redesign significantly slowed our progress. We believe in the fall this can become a priority.</b>	
<b>II.</b>		

Academic Senate Year-End Committee Report

A204 – Equivalency

A204.1



A204.2



## Honors Committee 2019 – 2020

### B507.1.1.1

	B508 <i>Appointed By</i>	B509 <i>Individual</i>	B510 <i>Term</i>	B511 <i>Expiration Date</i>
<b>Chair</b>	Academic Senate – Faculty	Tamira Palmeto-Despain Vejea Jennings	3 of 3	June 30, 2021
Admin. Member	V.P. of Academic Affairs – Dean	Dr. Irit Gat	Standing Member	Standing Member
Faculty Member	Academic Senate – RL	Rachel Jennings-Tafarella	1 of 2	June 30, 2021
Faculty Member	Academic Senate – Library	Kimberly Thomas	1 of 2	June 30, 2019
Faculty Member	Academic Senate – MSE	Dr. Mark McGovern Deb Feickert - PROXY	2 of 2	June 30, 2020
Faculty Member	Academic Senate – HSS	Denise Walker	1 of 2	June 30, 2020
Faculty Member	Academic Senate – AH	Rae Agahari	2 of 2	June 30, 2020
Faculty Member	Academic Senate – MSE	Pavinee Villapando	2 of 2	June 30, 2020
Faculty Member	Academic Senate - MSE	Dang Huynth	2 of 2	June 30, 2020
Faculty Member	Academic Senate - CTE	David L. Adams	1 of 2	June 30, 2019
Faculty Member	Academic Senate - SBS	Dr. Matthew Jaffe	1 of 2	June 30, 2020
Counseling Faculty	Academic Senate – Student Services	Susan Knapp	Standing Member	Standing Member
TAP Representative	Transfer Alliance Program	<i>B511.1.1.1.1</i>	1 of 1	June 30, 2018
Alph Iota/ ASO Rep.	Alpha Iota Representative	<i>B511.1.1.1.2</i>	1 of 1	June 30, 2018

**Type of Committee/Authority:**

Academic Senate Standing Committee.

**Purpose:**

The honors program offers students challenging courses in a range of areas directly from the IGETC (CSU/UC). The benefits include reduced class size (15-20 maximum students), seminar style environment with increased interaction with peers and instructor(s), emphasis on theoretical approaches and practical applications, and opportunities for transfer to TAP colleges and universities.

The student completing the honors program will:

- successfully complete six or more honors courses

- demonstrate good to outstanding performance overall in all transferable coursework
- engage in appropriate intellectual discussion in and, when appropriate, outside the classroom
- understand and demonstrate proper academic conventions
- model appropriate academic behavior
- mentor other students if given the opportunity
- utilize skills learned in the classroom in other areas, on and off campus

**Committee submits recommendations to:**

Academic Senate

**Composition:**

Faculty Chair

Division Dean (traditionally the Arts and Letters Division Dean)

Honors Counselor and/or representative from the Transfer Center

Representative from each of the academic divisions (with no fewer than five faculty representatives and no more than eight)

Student representative: Transfer Alliance Program

Student representative: Alpha Iota and/or ASO Math/Science senator

**Terms:**

Honors Chair serves a 3-year term; 2-year terms for all committee members.

**Quorum:**

A simple majority of the committee's voting membership.

**Meetings:**

Meetings are held on the 4<sup>th</sup> Monday of each month during the fall/spring semesters from 2:00 p.m .to 3:00 p.m.

**Minutes/Records:**

Minutes are posted to the public Senate website and are housed in the Academic Senate Office.

<b><i>AVC Honors Committee</i></b>		<b>Chairs/Co-Chairs: Tamira Palmetto Despain and Vejea Jennings</b>
<b>Year-End Committee Report</b>		
<i>Academic Year 2018-2019: _____</i>		
<b>Mission:</b> <i>Enter the committee's mission statement</i>		
<b>List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)</b>		
I.	<ol style="list-style-type: none"> <li>1) Maintenance of overall membership in the Honors Program (400-500 students).</li> <li>2) Clean up student membership through a more rigorous academic removal process to facilitate program completion and adherence to program admissions and completion standards.</li> <li>3) Provide increased educational advising to students in recruitment meetings and individual sessions.</li> <li>4) Revise Honors Course Schedule offerings to suit increased student needs by reducing time and subject conflicts.</li> <li>5) Increase Honors Option Faculty, particularly in the area of Spanish.</li> </ol>	
II.		
III.		
IV.		
<b>What accomplishments did the committee make toward each goal? Was the goal reached?</b>		
I.	<ol style="list-style-type: none"> <li>1) The Honors Program membership is approximately 451 students and climbing, given recent recruitment meetings and the usual boost before Fall and Summer 2019 Registration. This meets our target goal of maintaining these numbers but with special consideration of removing students who should no longer be in the program according to committee standards.</li> <li>2) A massive removal of students conducted in Summer 2018 and Intersession 2019 resulted in over 150 students being removed. These students were no longer academically eligible, graduated, or inactive. As new coordinators, we found that the membership represented an impressive number but many students needed to be removed a long time ago and some even would not be able to complete the program and graduate with Honors because their GPAs were too low to do so. These removals, as a constant process, will ensure the program's efficiency and integrity.</li> <li>3) The standard recruitment meetings, scheduled almost weekly, for the Honors Program remain rich endorsements and informative sessions. They now are highly prescriptive in terms of students following their established educational plans and taking courses connected to degree completion and transfer. This is due to Tamira Palmetto Despain's increased emphasis on these elements and her counseling skill set. We hope to do even more next year and push Honors students to see a Honors counselor every semester as established in the program's guidelines.</li> <li>4) With Tamira's counseling background and depth of knowledge of Major Preparation and GE requirements, I have approached the Honors Schedule through a new lens. We have scheduled courses that further benefit the students' transcripts and eliminated courses that perhaps faculty wanted to teach but did not exactly benefit the students. We have removed redundancies in</li> </ol>	

A206 – Faculty Professional Development

A206.1

**Faculty Professional Development Committee 2019 - 2020**

	<b>Appointed By</b>	<b>Individual</b>	<b>Proxy</b>	<b>Term</b>	<b>Expiration Date</b>
<b>Chair</b>	Academic Senate	Dr. Rosa Fuller		1 of 3	June 30, 2022
Admin. Member	Administrative Council	Duane Rumsey	Standing Member	Standing Member	Standing Member
Admin. Member	Administrative Council	Dr. Irit Gat		2 of 3	June 30, 2021
Admin. Member	Administrative Council	Gary Roggenstein		3 of 3	June 30, 2019
Faculty Member	Academic Senate	Mark Hoffer		2 of 3	June 30, 2021
Faculty Member	Academic Senate	Dr. Rona Brynin		2 of 3	June 30, 2021
Faculty Member	Academic Senate	De'Nean ColemanCarew		2 of 3	June 30, 2021
Faculty Member	Academic Senate	Dr. Zia Nisani		1 of 3	June 30, 2022
Faculty Member	Academic Senate	John Wanko		1 of 3	June 30, 2022
Faculty Member	Academic Senate	Tiesha Klundt		2 of 3	June 30, 2021
Faculty Member	Academic Senate	Dr. Barbara Fredette		3 of 3	June 30, 2020
Faculty Member	Academic Senate	L. Denise Walker	Susan Snyder	3 of 3	June 30, 2019
Faculty Member	Academic Senate	Dr. Ken Shafer		3 of 3	June 30, 2020
Faculty Member	Academic Senate	Jane Bowers		3 of 3	June 30, 2020
Tenure Evaluation Coordinator	Standing Position	Dr. Liette Bohler		Standing Member	Standing Member
Faculty Union Rep.	Faculty Union	Nate Dillon		1 of 3	June 30, 2022
Confidential Mngmnt	Confidential Management Union	Michelle Hernandez		3 of 3	June 30, 2020
Classified Member	Classified Representative	Monica Carreon		3 of 3	June 30, 2019

Adjunct Faculty Member	Adjunct Faculty Representative			1 of 1	June 30, 2019
Technical Liaison	Technical Liaison	Greg Krynen		1 of 3	June 30, 2022
ASO Member	ASO - Representative			1 of 1	June 30, 2019

<b>AVC Honors Committee</b>		<b>Chairs/Co-Chairs: Tamira Palmetto Despain and Vejea Jennings</b>
<b>Year-End Committee Report</b> <i>Academic Year 2018-2019:</i> _____		
Mission: <i>Enter the committee's mission statement</i>		
<b>List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)</b>		
I.	<ol style="list-style-type: none"> <li>1) Maintenance of overall membership in the Honors Program (400-500 students).</li> <li>2) Clean up student membership through a more rigorous academic removal process to facilitate program completion and adherence to program admissions and completion standards.</li> <li>3) Provide increased educational advising to students in recruitment meetings and individual sessions.</li> <li>4) Revise Honors Course Schedule offerings to suit increased student needs by reducing time and subject conflicts.</li> <li>5) Increase Honors Option Faculty, particularly in the area of Spanish.</li> </ol>	
II.		
III.		
IV.		
<b>What accomplishments did the committee make toward each goal? Was the goal reached?</b>		
I.	<ol style="list-style-type: none"> <li>1) The Honors Program membership is approximately 451 students and dimbing, given recent recruitment meetings and the usual boost before Fall and Summer 2019 Registration. This meets our target goal of maintaining these numbers but with special consideration of removing students who should no longer be in the program according to committee standards.</li> <li>2) A massive removal of students conducted in Summer 2018 and Intersession 2019 resulted in over 150 students being removed. These students were no longer academically eligible, graduated, or inactive. As new coordinators, we found that the membership represented an impressive number but many students needed to be removed a long time ago and some even would not be able to complete the program and graduate with Honors because their GPAs were too low to do so. These removals, as a constant process, will ensure the program's efficiency and integrity.</li> <li>3) The standard recruitment meetings, scheduled almost weekly, for the Honors Program remain rich endorsements and informative sessions. They now are highly prescriptive in terms of students following their established educational plans and taking courses connected to degree completion and transfer. This is due to Tamira Palmetto Despain's increased emphasis on these elements and her counseling skill set. We hope to do even more next year and push Honors students to see a Honors counselor every semester as established in the program's guidelines.</li> <li>4) With Tamira's counseling background and depth of knowledge of Major Preparation and GE requirements, I have approached the Honors Schedule through a new lens. We have scheduled courses that further benefit the students' transcripts and eliminated courses that perhaps faculty wanted to teach but did not exactly benefit the students. We have removed redundancies in</li> </ol>	

## 2019 – 2020 Program Review Committee

	B512 <i>Appointed by</i>	B513 <i>Individual</i>	B514 <i>Term</i>	B515 <i>Expiration Date</i>
<b>B515.1 Chair</b>	Academic Senate	Stacey Adams	3 of 3	6/30/20
<b>B515.2 Co-Chair</b>	Academic Senate	Dr. Meeta Goel	Standing Appt	
<b>B515.3 Research Analyst</b>	Academic Senate	Dr. Svetlana Deplazes	Standing Appt	
SLO Chair	Academic Senate	Dr. Glenn Haller	2 of 3	6/30/21
Faculty	Academic Senate	Gary Heaton-Smith	2 of 3	6/30/21
Faculty	Academic Senate	Richard Fleishman	3 of 3	6/30/20
Faculty	Academic Senate	Reina Burgos	3 of 3	6/30/20
Faculty	Academic Senate	Kathy Osburn	2 of 3	6/30/21
Classified	Classified Union	VACANT	3 of 3	6/30/19
	VPAA	Dr. Les Uhazy	3 of 3	6/30/19
Dean/Director	VPSS	LaDonna Trimble	3 of 3	6/30/20

**Type of Committee/Authority:**

Academic Senate Standing Committee

**Purpose:**

To review and refine the program review process to improve student learning, student achievement and institutional effectiveness. Committee responsibilities include:

- Provide training and guidance to members of self-study teams as they review their programs.
- Receive comprehensive and annual reports produced by programs and post them on the AVC website.
- Disseminate the program review procedures document.
- Determine and publish the schedule of programs and non-instructional areas in the four-year cycle.
- Establish and publish timelines for the program review process.
- Review annual reports and then post or return for revision.
- Oversee peer review of comprehensive reports.
- Revise procedures as needed and present those revisions to the Academic Senate and MAC for approval

**Committee submits recommendations to:**

Academic Senate

**Representatives report to the leadership of their respective constituency.  
Program Review Committee**

**Product:**

A program review process that is used throughout the district to drive improvements in student learning, student achievement and institutional effectiveness.

**Composition:**

Program Review Coordinator  
SLO Faculty Co-chair  
4 faculty  
1 classified representative  
1 dean appointed by VPAA  
1 dean or director appointed by VPSS(Committee Name)

**Terms:**

Three year terms for all committee members.

**Quorum:**

A simple majority of committee members.

**Meetings:**

Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month during the fall/spring semesters from 3pm – 4:30pm.

**Minutes/Records:**

Minutes: a committee member  
Records: committee chair

<b><i>Program Review Committee</i></b>		<b>Chairs/Co-Chairs:</b> <b>Stacey Adams / Meeta Goel</b>
<b>Year-End Committee Report</b> <i>Academic Year: 2018-2019</i>		
<b>Mission:</b> <i>To provide structure, guidance and support to AVC employees as they evaluate their program(s)/area(s) and identify goals.</i>		
<b>List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)</b>		
I.	Work toward better alignment of resource requests with Budget Committee	
II.	Streamline / simplify Program Review report templates	
III.	Consider the use of e-Lumen for the Program Review process	
IV.	Work toward moving beyond a culture of compliance toward a culture of utilizing Program Review in the planning and budgeting process.	
<b>What accomplishments did the committee make toward each goal? Was the goal reached?</b>		
I.	Progress is being made slowly in terms of strengthening the connection between Program Review goals / resource requests and the Budget Committee. We believe that this connection already exists, but is not as transparent to all parties involved as we'd like. In the past, we've had valuable meetings and conversations across committees, including Budget Committee, Strategic Planning Committee, Outcomes Committee, Accreditation and Program Review. The goal has not been fully met, and we will continue to consider how changes in the resource allocation process might strengthen this alignment.	
II.	The Program Review Committee implemented the use of a new Program Review report template this academic year, and combined with a new easier data retrieval process, these changes seem to have streamlined and simplified the Program Review process. The new template and data retrieval process have been well-received and initial feedback from faculty and staff has been very positive. This goal has been met, but as always, the committee will continue to be open to suggestions and ideas for additional revisions in the future.	
III.	The eLumen implementation has been slow and has yet to have any relation to Program Review. We are hopeful that as the software is implemented for Outcomes, we will be more able to determine if it is an appropriate fit for Program Review, as it may help strengthen the connection from Outcomes to Action Plans to Program Review Goals and Resource Requests. This goal has not been met.	
IV.	Meeting goal #2 (Streamline / simplify Program Review report templates) is the first step toward achieving this particular goal. Now that the report and data retrieval process is streamlined and simplified, faculty and staff can focus in on understanding their data, writing quality reports, and meaningful planning for their areas. We are starting to see better quality Program Review reports and hope that the result will be strengthened connections between Outcomes, Action Plans, Program Review and the planning process. This goal is in progress but has not yet been fully met.	
<b>What obstacles (if any) did the committee encounter in trying to accomplish each goal?</b>		
I.	We need to work together with the Strategic Planning Committee and the Budget Committee to discuss how Program Review resource requests are handled and reviewed.	
II.	none	

Academic Senate Year-End Committee Report

A208 – TR

A208.1



A208.2



***A300.0 Union Contract and other Information***



***A400.0 Authority Documents***



### **A500.0 Scholarly Activity**

Research, creativity, and scholarship play an important role in faculty, program and course development contributing to both individual professional fulfillment and teaching excellence. The Antelope Valley College Academic Senate values and encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Scholarly activities are research based or creative works that are peer reviewed and publicly disseminated both on and off campus.

Faculty members may participate in a wide range of activities which might include applied and theoretical research, imaginative productions of works of literature, music and fine arts, or the application of knowledge to further and improve their respective fields. Such activities lead to discovery and integration of new knowledge, technologies, and understanding.

Sample Scholarly Work List (Research, Teaching, Organization, Leadership , Service)  
The Academic Senate recognizes the following list of widely accepted examples of Scholarly works, but are not limited to, in considering the application for Academic Ranking.

- Grants (authorship and administration-project manager, )
- Publications (peer-reviewed journals/publications, author/editor of selected chapters of books/textbooks, clinical or professional series, case presentations, book reviews),
- Presenting or conducting a seminar at local, regional, or national meeting
- Leadership on national and state committees (conference chairs, state senate, and national organizations) related to faculty member's academic field or higher education.
- Research Projects (Theory driven, policy and practice, localized or regional studies, updating/enriching knowledge)
- Invitational or juried exhibitions (In fields such as music, performing arts, and art, performance and juried/curated exhibition may be counted as research activity.)
- National or state awards recognizing excellence in a discipline or area
- Organizing professional conferences, panels, special sessions, or contributing to their organization, for example as session chair or co-chair and other scholarly activities at such conferences or symposiums.
- Acting as referee for papers submitted to scholarly journals, proceedings and for monographs.
- Completion of an additional degree (Bachelor's or Advanced) post hire date.

## **A600.0 Constitution and Bylaws History**

### A601.0 Adoption dates

Constitution Adopted – April 29, 2015

Bylaws Article I Adopted - May 21, 2015

Bylaws Article II Adopted - April 21, 2016

Bylaws Article III Adopted - May 21, 2015

Bylaws Article IV Adopted - November 19, 2015

Bylaws Article V Adopted - September 17, 2015

### A602.0 Constitution Amendments

§111.0 removed by own terms on August 14, 2015

No amendments

### A603.0 Bylaws Amendments

October 15, 2015 – Added §B100.1.8

November 19, 2015 – Amended §B501.2

Added §B501.2.1

Added §B501.2.2

November 17, 2016 – Amended §B102.0 *Meetings Operations*

Added §B102.4

Added §B202.5

Added §B204.3

February 16, 2017 – Added §B108.0

March 2, 2017 – Added §B105.1.4

Added §B401.1.19

February 21, 2019 – Added “eligibility” to §B100.1.4.2

Added §B100.1.4.6

Added §B100.1.4.7

Amended §B300.1 - area *shall* selects

Added §B300.2

April 18, 2019 - Added §B502.2.3.3.7

May 2, 2019 - Added §B100.1.2.5, §B100.1.2.6 and §B100.1.2.7

Changed previous §B100.1.2.5 to §B100.1.2.8

May 16, 2019 - Added §B213

Added §B110.1.4.1, §B110.1.4.2, §B110.1.4.3,  
§B110.1.4.4; Changed previous §B110.1.4.1,  
§B110.1.4.2, §B110.1.4.3 to §B110.1.4.5,  
§B110.1.4.6, §B110.1.4.7